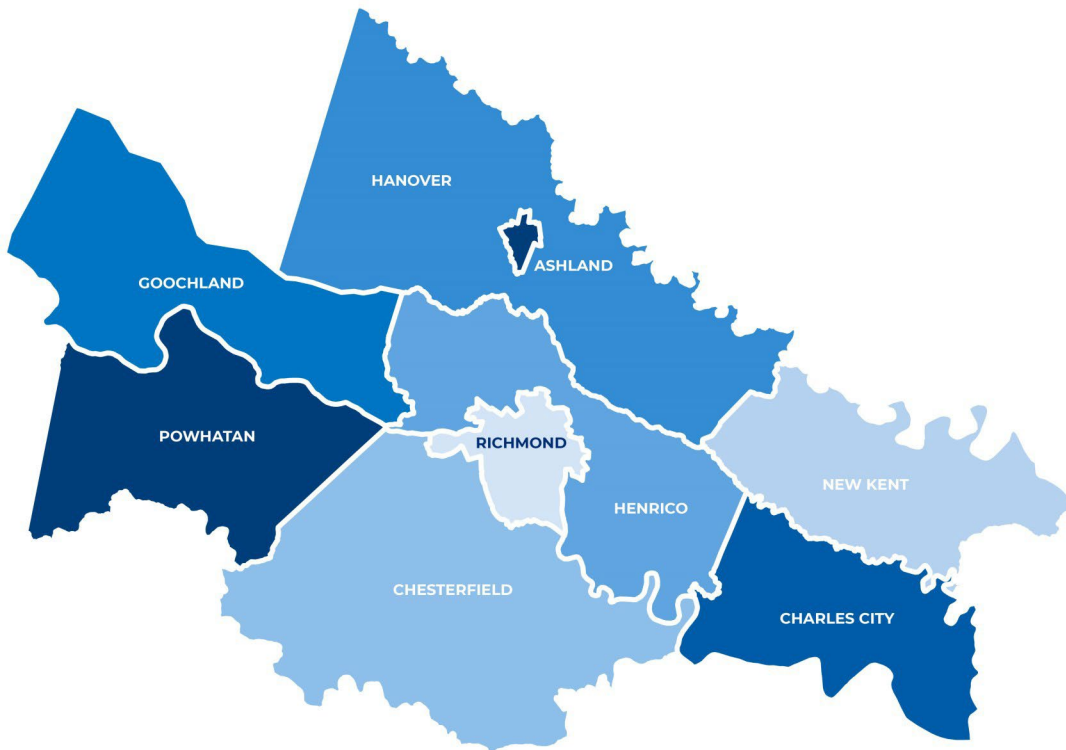




ABCs of the RRTPO

Updated September 2024



424 Hull Street, Suite 300

Richmond, VA 23224

804-323-2033

www.PlanRVA.org



ABC's of the TPO

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Who Handles Transportation Planning in Our Region?

The RRTPO, the region's designated Metropolitan Planning Organization handles transportation planning in the region.

What is a Metropolitan Planning Organization (MPO)?

MPOs lead the transportation planning process for each designated region in the country. They are responsible for:

- Prioritizing transportation initiatives
- Policy-making for financial programming
- Carrying out the planning process in partnership with VDOT, VDRPT and other partners.
- Tracking the influence of demographics on transportation.

The MPO is a [federally mandated](#) and federally funded transportation policy-making organization. It's made up of member governments and a representative group of local stakeholders.

MPOs were created to ensure regional cooperation in transportation planning. They also safeguard that expenditures of governmental funds for transportation projects and programs are made based on "Comprehensive, Cooperative and Continuing (3-C) planning process." Federal funds for transportation projects and programs are channeled through this process. Area highway and transit projects must be approved by the MPO to be eligible for federal funds.

The [Bipartisan Infrastructure Law](#) (also known as the Infrastructure Investment and Jobs Act) was signed into law by President Biden in November of 2021. This sweeping infrastructure package has many positive implications for metropolitan planning organizations and regional planning in general. RRTPO staff will keep RRTPO Policy board members apprised of funding opportunities as they are released.

What is our Richmond Regional Transportation Planning Organization?

Our Region's MPO, known as the **Richmond Regional Transportation Planning Organization (RRTPO)**, helps facilitate collaboration and cooperation among all interested parties, including residents, in regard to funding and planning the future of the region's transportation network. It's important to make transportation decisions on a regional level because people and goods cross jurisdictional boundaries every day.

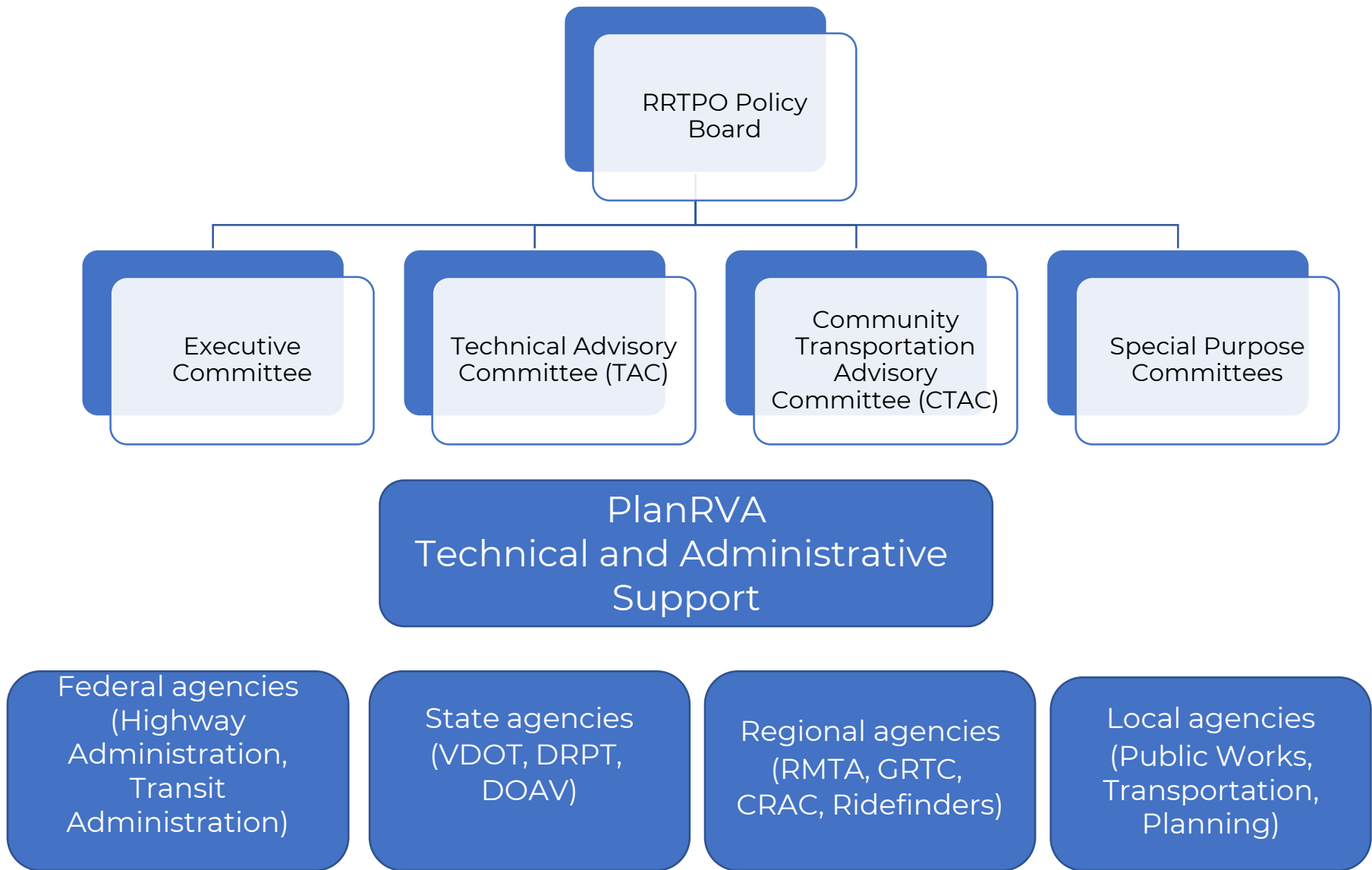
The RRTPO is the federally-designated forum for regional transportation decision-making, planning, and programming. The agency's board is the only transportation organization in the Richmond region that includes elected officials from all nine of the Region's localities. Policymakers from regional, state, and federal transportation

agencies also sit on the board. The RRTPO is comprised of the City of Richmond, Town of Ashland, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

TPO Mission Statement

“To serve as the federal and state designated regional transportation planning organization that serves as the forum for cooperative transportation decision-making to assure excellence in mobility and safety within and through the Richmond region.”

TPO Organizational Structure



RRTPO Policy Board and Committee Descriptions



Richmond Regional Transportation Planning Organization (RRTPO) Policy Board.

Purpose and Duties of the RRTPO Policy Board:

- a. Perform policy and technical functions for Richmond Urbanized Area transportation planning reflecting a multimodal process founded upon coordination and cooperation between planning, transit, and service providers.
- b. Make transportation policies to develop and implement the Richmond Regional Metropolitan Transportation Plan and related efforts.
- c. Establish policy for continuing, comprehensive and cooperative transportation planning process;
- d. Annually evaluate the current Transportation Plan, accept it when appropriate, determine when a re-evaluation of the Transportation Plan is necessary, and recommend appropriate action;
- e. Review the results of the re-evaluation;
- f. Determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends;
- g. Cooperate in the evaluation of forecasts of transportation demands;
- h. Work cooperatively on any proposal, alternate lines, and work performed on the study, location, and design of facilities and programs in the Transportation Plan;
- i. Assign special or standing committees, or ad hoc working groups to specific assignments;
- j. Establish priorities for consideration in the development of the areawide Unified Planning Work Program, and to approve the areawide Unified Planning Work Program;
- k. Approve programs of planning projects and programs of capital expenditures and construction projects, including the annual Transportation Improvement Program, its Annual Element, the Short-Range Transportation Plan, the Unified Planning Work Program; and
- l. Perform and approve other plans and programs as may be required by state and federal regulations, and Executive orders and directives.

Executive Committee

Purpose and Duties of the RRTPO Executive Committee:

- a. Facilitate work program planning and management of the regional transportation planning process by providing policy guidance and input on future agenda items.
- b. Any other power granted to it by an affirmative vote of the MPO policy board in an open meeting, provided a quorum is present at said open meeting, such as but not limited to
- c. Recommend amendments to the MPO-adopted Unified Planning Work Program and Transportation Improvement Program;
- d. Recommend additions and/or revisions to the highway functional classification system;
- e. Approve socioeconomic data and forecasts; and
- f. Recommend endorsements of requests from local governments, agencies, and other organizations seeking state and federal grant funds.

Technical Advisory Committee

Purpose and Duties of the RRTPO TAC:

- a. Serve as a technical advisory committee to the MPO, providing technical review, comments, and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues.
- b. Lead the development and revisions to the RRTPO's public engagement efforts, including:
 - o lead development and revisions to the RRTPO's public engagement plan, a federally required plan that shapes all outreach efforts.
 - o coordinate with Community Engagement Manager and project lead to develop project-specific Engagement Strategies for each major planning project and helps gather input during specified public comment period.
 - o coordinate with Community Engagement Manager and project lead to develop Engagement Strategies for the Transportation Improvement Program and helps gather input during public comment periods on funding-related decisions.
 - o coordinates with Community Engagement Manager to prioritize and develop community events for RRTPO promotional activities. CTAC members take a direct role in representing the agency along with staff at public events
- c. Address other matters and concerns if directed by the MPO or the MPO Chairman. TAC shall specifically be responsible for reviewing, and providing technical comments and recommendations to the MPO on the following:
 - o Unified Planning Work Program
 - o Transportation Improvement Program
 - o Long Range Transportation Plan
 - o Air Quality Planning

RRTPO Member Jurisdictions

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (TPO) MEMBERSHIP

Voting Member Organizations (Number of votes)

Local Governments:

- Town of Ashland (1)
- County of Charles City (1)
- County of Chesterfield (4)
- County of Goochland (2)
- County of Hanover (3)
- County of Henrico (4)
- County of New Kent (2)
- County of Powhatan (2)
- City of Richmond (4)

Agencies:

- Capital Region Airport Commission (1)
- GRTC Transit System (1)
- Richmond Metropolitan Transportation Authority (1)
- Virginia Secretary of Transportation Designee (1)









Total number of votes = 27

Nonvoting Member Organizations

- Citizens Transportation Advisory Committee Chairman
- Federal Highway Administration
- Federal Transit Administration
- RideFinders
- Virginia Department of Aviation
- Virginia Department of Rail and Public Transportation

MEMBER JURISDICTION WEBSITE LINKS

<p>Town of Ashland</p>	<p>Henrico County</p>
	
<p>Charles City County</p>	<p>New Kent County</p>
	
<p>Chesterfield County</p>	<p>Powhatan County</p>
	
<p>Goochland County</p>	<p>City of Richmond</p>
	
<p>Hanover County</p>	<p>Virginia Department of Aviation</p>
	 <p>VIRGINIA DEPARTMENT of Aviation</p>

<p>Federal Highway Administration</p>	<p>Virginia Department of Transportation</p>
 <p>U.S. Department of Transportation Federal Highway Administration</p>	
<p>Federal Transit Administration</p>	<p>Capital Region Airport Commission</p>
	
<p>GRTC</p>	<p>RMTA</p>
	
<p>Virginia Dept. of Rail & Public Transportation</p>	<p>Ridefinders</p>
	

RRTPO Membership Information



**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Policy Board Membership – FY25**

Jurisdiction Voting Members	
Member(s)	Alternate
Town of Ashland	
John H. Hodges Vice Mayor 804-798-1256 jhodges@ashlandva.gov	Anita Barnhart Council Member 804-798-9219 abarnhart@ashlandva.gov
Charles City County	
Byron M. Adkins, Sr. District 3, Board of Supervisors 804-652-4701 badkins@charlescityva.us	Ryan Patterson District 1, Board of Supervisors 804-652-4701 rpatterson@charlescityva.us
Chesterfield County	
Kevin P. Carroll Matoaca District Board of Supervisors 804-768-7400 carrollkevin@chesterfield.gov James M. Holland Dale District, Board of Supervisors 804-768-7528 hollandj@chesterfield.gov Jessica Schneider Clover Hill District, Board of Supervisors 804-768-7396 schneiderjes@chesterfield.gov	Mark S. Miller Midlothian District, Board of Supervisors 804-768-7397 millermark@chesterfield.gov
Goochland County	
Jonathan Lyle District 5, Board of Supervisors 804-584-7524 jlyle@goochlandva.us	Charlie Vaughters District 4, Board of Supervisors 804-508-8763 cvaughters@goochlandva.us
Hanover County	
Sean M. Davis Henry District, Board of Supervisors 804-730-5648 smdavis@hanovercounty.gov Faye O. Prichard Ashland District, Board of Supervisors 804-389-6582 foprichard@hanovercounty.gov	Ryan Hudson Mechanicsville District, Board of Supervisors 804-365-6005 rmhudson@hanovercounty.gov

Henrico County	
<p>Roscoe D. Cooper, III Fairfield District, Board of Supervisors 804-501-4208 fairfield@henrico.us</p> <p>Jody K. Rogish, Vice Chair Tuckahoe District, Board of Supervisors 804-501-4208 tuckahoe@henrico.us</p>	<p>Dan Schmitt Brookland District, Board of Supervisors 804-516-6501 brookland@henrico.us</p>
New Kent County	
<p>John P. Moyer District 2, Board of Supervisors 757-207-6078 jpmoyer@newkent-va.us</p>	<p>Jordan Stewart District 5, Board of Supervisors 804-310-2203 jtstewart@newkent-va.us</p>
Powhatan County	
<p>Mark Kinney District 4, Board of Supervisors 804-898-0449 Mmckinney@powhatanva.gov</p> <p>Denise Morissette District 5, Board of Supervisors 804-898-0387 Dmorissette@powhatanva.gov</p>	<p>Steve W. McClung District 2, Board of Supervisors 804-892-4268 smcclung@powhatanva.gov</p> <p>Robert (Bob) Powers District 3, Board of Supervisors 804-898-1973 rpowers@powhatanva.gov</p>
City of Richmond	
<p>Andreas D. Addison Richmond City Council 804-524-6390 andreas.addison@rva.gov</p> <p>Katherine L. Jordan Richmond City Council 804-646-6531 Katherine.jordan@rva.gov</p> <p>Dr. Cynthia Newbille, Chair Richmond City Council 804-646-3012 Cynthia.newbille@rva.gov</p>	<p>Ellen Robertson Richmond City Council 804-646-5348 Ellen.robertson@rva.gov</p>

Agency Voting Members	
Member(s)	Alternate
Capital Region Airport Commission (1)	
John B. Rutledge Chief Operating Officer 804-226-3017 jrutledge@flyrichmond.com	
GRTC Transit System (1)	
Adrienne Torres Chief of Staff 804-358-4782 adrienne.torres@ridegrtc.com	Sheryl Adams Chief Executive Officer 804-338-3871 sadams@ridegrtc.com
Richmond Metropolitan Transit Authority (RMTA)	
Joi Taylor Dean (1) Chief Executive Officer 804-523-3303 joi.dean@rmtaonline.org	
Virginia Secretary of Transportation Designee	
Dale R. Totten Richmond District Engineer 804-609-5288 dale.totten@vdot.virginia.gov	Mark E. Riblett, P.E. Assistant District Administrator 804-609-5286 mark.riblett@vdot.virginia.gov

Non-voting Member Organizations/Appointees	
Member(s)	Alternate
Federal Highway Administration (FHWA)	
Thomas L. Nelson, Jr., P.E. Virginia Division Administrator 804-775-3333 Thomas.nelson@dot.gov	Ivan Rucker Freight Program Manager Virginia Division 804-775-3350 Ivan.rucker@dot.gov
Federal Transit Administration (FTA)	
Daniel Koenig (Liaison) Daniel.koenig@dot.gov	
RideFinders	
Cherika N. Ruffin Interim Executive Director 804-643-7433 cruffin@ridefinders.com	John O'Keefe Account Executive 804-643-7433 jokeeffe@ridefinders.com
Virginia Department of Aviation (VDOA)	
Rusty Harrington Manager Planning and Environmental Services Division 804-236-3522 Rusty.harrington@doav.virginia.gov	
Virginia Department of Rail and Public Transportation (DRPT)	
Tiffany Dubinsky Director of Transit Planning 804-965-3514 Tiffany.dubinsky@drpt.virginia.gov	Wood Hudson Statewide Transit Planning Manager 804-786-4440 Wood.hudson@drpt.virginia.gov
RRTPO Community Transportation Advisory Committee (CTAC)	
Sera Erickson* ericksonss@vcu.edu	

*The CTAC Chair is the member representative on the board. This will change when new officers are appointed (likely in September).



**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Executive Committee Membership – FY25**

Member(s)
Town of Ashland
John H. Hodges 804-798-1256 jhodes@ashlandva.gov
Charles City County
Byron M. Adkins, Sr. 804-652-4701 badkins@charlescityva.us
Chesterfield County
James M. Holland 804-768-7528 hollandj@chesterfield.gov
Goochland County
Jonathan Lyle 804-584-7524 jlyle@goochlandva.us
Hanover County
Sean M. Davis 804-730-5648 smdavis@hanovercounty.gov
Henrico County
Jody K. Rogish 804-501-4208 tuckahoe@henrico.us
New Kent County
John P. Moyer 757-207-6078 jpmoyer@newkent-va.us
Powhatan County
Mark Kinney 804-898-0449 Mmckinney@powhatanva.gov
City of Richmond
Dr. Cynthia Newbille Richmond City Council 804-646-3012 Cynthia.newbille@rva.gov



RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Technical Advisory Committee (TAC)
Membership – FY25

Jurisdiction	
Member(s)	Alternate
Town of Ashland	
Nora D. Amos Director of Planning & Community Development 804-798-1073 namos@ashlandva.gov	Vacant
Charles City County	
Sheri Adams, Committee Vice Chair Community Development Department 804-647-4707 sadams@charlescityva.us	Gary Mitchell Director of Community Development 804-652-4707 gmitchell@charlescityva.us
Chesterfield County	
Barbara K. Smith Assistant Director, Dept. of Transportation 804-748-1037 smithbk@chesterfield.gov	JJ Banuelos Senior Transportation Engineer 804-748-1196 banuelosJ@chesterfield.gov
Goochland County	
Austin Goyne Transportation Manager agoyne@goochlandva.us	Thomas Coleman Principal Planner 804-556-5865 tcoleman@goochlandva.us
Hanover County	
Joseph E. Vidunas Traffic Engineer 804-365-6176 jevidunas@hanovercounty.gov	Randy Hardman Director of Public Works 804-365-6376 wrhardman@hanovercounty.gov
Henrico County	
Sharon Smidler Director of Transportation Development Division 804-501-4621 Smi20@henrico.us	Todd Eure Assistant Director of Public Works 804-501-4617 eur@henrico.us
New Kent County	
Amy Inman Transportation Planner aminman@newkent-va.us	
Powhatan County	
Bret Schardein County Administrator 804-598-3639 bschardein@powhatanva.gov	

City of Richmond	
Dironna Moore Clarke, Committee Chair Multimodal Transportation Manager 804-646-3074 Dironna.Clarke@rva.gov	Vacant
Capital Region Airport Commission	
John B. Rutledge Chief Operating Officer 804-226-3017 jrutledge@flyrichmond.com	Vacant
GRTC Transit System	
Patricia Robinson Planning Manager Patricia.robinson@ridegrtc.com	Corey Robinson Data Analyst Corey.robinson@ridegrtc.com
Richmond Metropolitan Transit Authority (RMTA)	
Theresa Simmons Director of Operations 804-523-3320 Theresa.simmons@the-rma.org	Vacant
PlanRVA	
Myles Busching RRTPO Secretary (804) 924-7035 mbusching@planrva.org	Sulabh Aryal Planning Manager 804-924-7045 saryal@planrva.org
RideFinders	
John O'Keeffe Account Executive 804-643-7433 jokeeffe@ridefinders.com	
Virginia Department of Rail and Public Transportation (DRPT)	
Tiffany Dubinsky Director of Transit Planning 804-965-3514 Tiffany.dubinsky@drpt.virginia.gov	Wood Hudson Statewide Transit Planning Manager 804-786-4440 Wood.hudson@drpt.virginia.gov
Virginia Department of Transportation (VDOT)	
Sarah Rhodes Assistant District Planner Sarah.Rhodes@vdot.virginia.gov	Nicole Mueller Transportation Planner Nicole.mueller@vdot.virginia.gov



RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Community Transportation Advisory Committee (CTAC)
Membership – FY25

Locality	
Member(s)	Alternate
Town of Ashland	
Upton S. Martin usmartin@verizon.net	Don Root donroot3@gmail.com
Charles City County	
Vacant	Vacant
Chesterfield County	
Phillip Plymale Pplymale1@gmail.com	Herbert A. Richwine hrichwine@aol.com
Goochland County	
Robert L. Basham Jr. wvubasham@gmail.com	
Hanover County	
H. Charles Rasnick rasnick_hc@hotmail.com	Vacant
Henrico County	
Gordon Dixon gordon@vtca.org Michael Wiebe Wiebe.michael.j@gmail.com	
New Kent County	
Lisa M. Guthrie lismgl@aol.com	
Powhatan County	
Vacant	Vacant
City of Richmond	
Andrew Bunn andrew.bunn.w@gmail.com Sera Erickson ericksonss@vcu.edu	Shelley Allmond shelleyallmond@yahoo.com Clinton Smith clintondsmith@gmail.com

ChamberRVA	
John Easter john.easter@grcc.com	Vacant
League of Women Voters (LWV)	
Sarah Weisiger smweisiger@hotmail.com	Karen Rosenblum krosenbl@gmu.edu
National Association for the Advancement of Colored People (NAACP), Richmond Virginia Branch	
James J. Minor III alorah1675@icloud.com	Charles Willis willisentertainment@yahoo.com
Richmond Area Bicycling Association (RABA)	
Champe M. Burnley champe_burnley@hotmail.com	John Hamilton johnrhamilton01@gmail.com
Richmond Office of Equitable Transit and Mobility	
Kelli N. Rowan Kelli.rowan@richmondgov.com	Ernest Moore ernest.moorejr@rva.gov
RVA Rapid Transit	
Faith Walker faith@rvarapidtransit.org	Stepanie Power stephanie@rvarapidtransit.org
Senior Connections	
Tony Williams twilliams@youraaa.org	Vacant
Virginians for High-Speed Rail (VHSR)	
Michael Testerman testertrain@verizon.net	Vacant
Virginia Commonwealth University (VCU)	
John D. Leonard jdleonard@vcu.edu	Vacant
Virginia Conservation Network (VCN)	
Wyatt Gordon wyatt@vcnva.org	Victoria Higgins vhiggins@chesapeakeclimate.org

RRTPO Meeting Schedule (FY25)

FY25 APPROVED MEETING SCHEDULE - RRTPO POLICY BOARD

MEETING	TIME	LOCATION
July 11, 2024	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
August – no meeting		
September 5, 2024*	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
October 3, 2024 (Port Visit)	TBD	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
October 31, 2024*	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
November – no meeting		
December 5, 2024 Joint Meeting & End-of-Year Breakfast	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
January – no meeting		
February 6, 2025*	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
March 6, 2025*	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
April 3, 2025*	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
May 1, 2025*	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
June – no meeting		

***Note: meeting will be cancelled in the event there are no TIP amendments or other necessary action items date.**

RRTPO EXECUTIVE COMMITTEE

MEETING DATE	TIME	LOCATION
July – no meeting		
August – no meeting		
September 5, 2024*	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
October 3, 2024*		
The board will be asked to take action on 9/5 to cancel this meeting due to port visit and tour.		
October 31, 2024	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
November – no meeting		
December – no meeting		
January – no meeting		
February 6, 2025	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
March 6, 2025	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
April 3, 2025	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
May 1, 2025	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
June – no meeting		

***Note: meeting may be cancelled in the event the Policy Board does not meet.**

RRTPO Technical Advisory Committee (TAC)

MEETING DATE	TIME	LOCATION
July 9, 2024	9:00 a.m.	Virtual
August 13, 2024	9:00 a.m.	Virtual
September 10, 2024	9:00 a.m.	Virtual
October 8, 2024	9:00 a.m.	Virtual
November 12, 2024	9:00 a.m.	Virtual
December 10, 2024	9:00 a.m.	Virtual
January 14, 2025	9:00 a.m.	Virtual
February 11, 2025	9:00 a.m.	Virtual
March 11, 2025	9:00 a.m.	Virtual
April 8, 2025	9:00 a.m.	Virtual
May 13, 2025	9:00 a.m.	Virtual
June 10, 2025	9:00 a.m.	Virtual

RRTPO Community Transportation Advisory Committee (CTAC)

MEETING DATE	TIME	LOCATION
July 18, 2024	12:00 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
September 18, 2024	12:00 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
November 21, 2024	12:00 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
January 16, 2025	12:00 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
March 20, 2025	12:00 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond
May 15, 2025	12:00 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond

Unified Planning Work Program (UPWP)

Unified Planning Work Program

Fiscal Year 2025

July 1, 2024 - June 30, 2025



Richmond Regional
**Transportation
Planning
Organization**



Vision

The transportation system in the Richmond Region will reliably and safely connect people, prioritize more equitable opportunities for all to thrive and live healthy lives, promote a strong economy, and respect environmental stewardship.



Notices and Disclaimers

Title VI Notice

RRTPO and PlanRVA fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The RRTPO and PlanRVA will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. For more information on meeting accessibility, or to obtain a Title VI Complaint Form, see PlanRVA.org or call the Title VI Coordinator at (804) 323-2033

Aviso del Título VI

RRTPO y PlanRVA cumplen completamente con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y reglamentos relacionados en todos los programas y actividades. La RRTPO y el PlanRVA se esforzarán por brindar adaptaciones y servicios razonables para las personas que requieran asistencia especial para participar en esta oportunidad de participación pública. Para obtener más información sobre la accesibilidad a las reuniones o para obtener un Formulario de queja de Título VI, consulte PlanRVA.org o llame al Coordinador del Título VI al (804) 323-2033.

Acknowledgement

The Unified Planning Work Program (UPWP) was prepared by PlanRVA staff in cooperation with the United States Department of Transportation (USDOT), Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT), and the Richmond Regional Transportation Planning Organization (RRTPO) member jurisdictions and agencies.

Disclaimer

The contents of this report reflect the analysis of the RRTPO as part of PlanRVA which is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, the FTA, the DRPT, the VDOT, or the Board of PlanRVA. This report does not constitute a standard, specification, or regulation.

The FHWA, FTA, DRPT, or VDOT acceptance of this report as evidence of the fulfillment of the objectives of this program does not constitute endorsement or approval of the need of any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

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Introduction

The Richmond Region

The Richmond region is the area covered by PlanRVA or Virginia Planning District Commission 15 which is made up of the City of Richmond, the Town of Ashland, and the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan. The Richmond region covers 2,165 square miles, and is located approximately 100 miles south of Washington, D.C. and midway between Atlanta and Boston.

According to the 2045 Long Range Growth Forecast Analysis prepared for ConnectRVA2045, the region had a population of 1.1 million people as of base year 2017. The Richmond region is forecast to grow by nearly 30%, reaching a total of 1.4 million residents by 2045. The largest gains in actual population are projected in the three largest localities, Chesterfield, Henrico, and the City of Richmond. In percentage terms, New Kent, Goochland, Powhatan, and Hanover counties are expected to see the highest population growth. This regional population will live in 552,000 households, an increase of nearly 125,000 households by 2045.

The City of Richmond is the capital of the Commonwealth of Virginia. Richmond region employers provide more than 550,000 jobs for area residents. Henrico County remains the region’s largest employment center. The region serves as home to

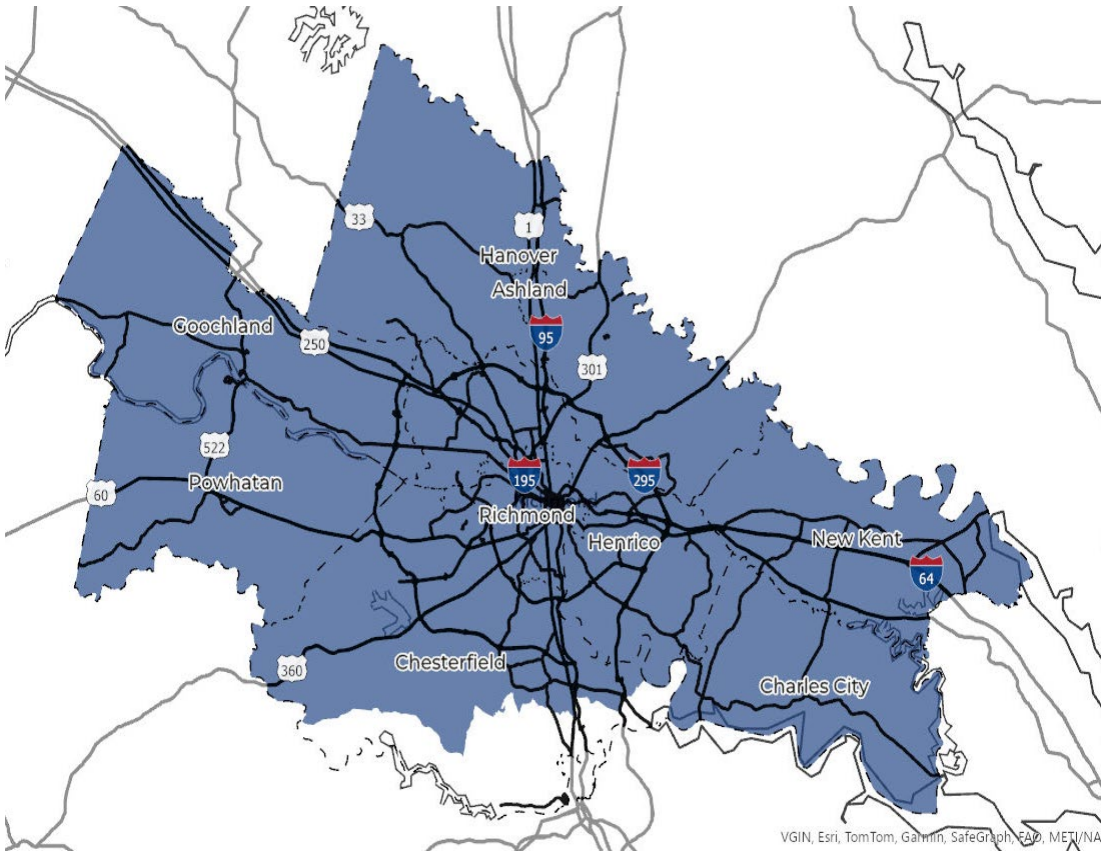


EXHIBIT 1: RICHMOND REGION WITH METROPOLITAN PLANNING AREA BOUNDARY

Virginia Commonwealth University, the University of Richmond, Virginia Union University, Virginia State University, Randolph Macon College and Reynolds and Brightpoint Community Colleges with a collective enrollment of approximately 76,000 students.

The region's strategic location south of Washington DC and west of the Hampton Roads coastal area positions it to capitalize on the opportunities offered by its geography. The region is well served by the interstate transportation network, with I-95 and I-64 intersecting near its center. Routes 295 and 288 form an outer circular beltway system. Businesses and residents both prosper from the relatively short 24-minute average work commute. Rail access provides connections to East Coast and Midwest markets, and the region is well positioned to capitalize on anticipated increases in freight movement to the Port of Virginia in Hampton Roads.

The region includes both a well-developed urban core surrounded by vibrant older suburban neighborhoods and traditional subdivisions expanding into the more sparsely populated rural counties. The 2017 population density map shows the City of Richmond with the emerging development pattern of a higher density

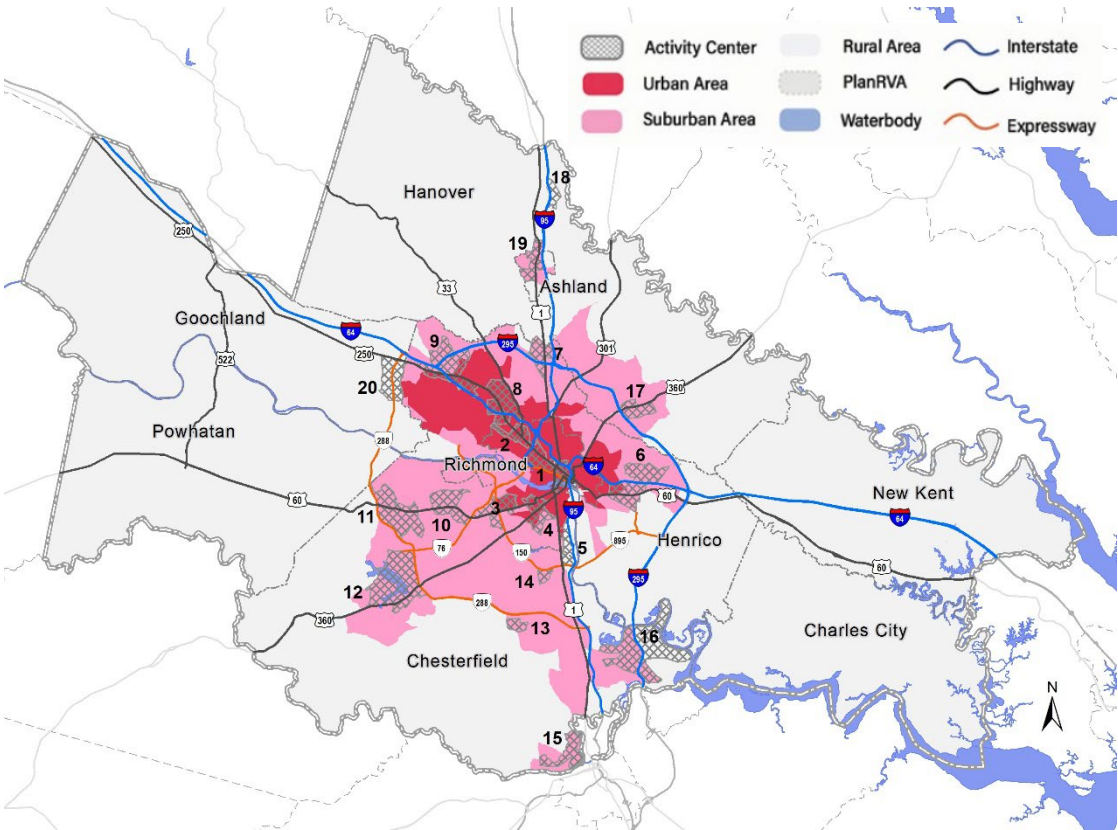


EXHIBIT 2: MAP OF REGIONAL ACTIVITY CENTERS

ring following major thoroughfares extending from the center to meet the outer expressways. The southeastern quadrant of the region is a noticeable departure from this concentric pattern. The James River creates the natural boundary while Route 895 provides a connection between the I-295 bypass and I-95 with potential to facilitate more development by 2045. Employment densities following much the same pattern start to merge with population concentrations

to define activity centers throughout the region. A mixed-use area where the density of commercial, industrial, and residential land uses is highest is more conducive to a variety of transportation options, including transit. Twenty (20) activity centers, ranging from urban to suburban to small town represent the areas of highest population and employment density within the Richmond region.

Richmond Regional Transportation Planning Organization (RRTPO)

The RRTPO is a policy-making organization made up of local elected officials from each of the region’s nine member jurisdictions and state and federal transportation agencies, and area transportation service/system operators. The RRPDC serves as lead staff providing administrative and technical services for the RRTPO. In addition, the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT) provide additional technical support.

The RRTPO serves as the forum for cooperative regional transportation decision-making. The RRTPO must carry out metropolitan transportation planning in cooperation with the state and transit providers. The RRTPO develops the region’s transportation plans and programs, and approves the long-range transportation plan, ConnectRVA 2045, which is a prerequisite for the allocation of federal-aid highway and transit funds. The development of an efficient and effective multimodal transportation network is essential for the region if it is

to sustain a strong economy, clean environment, and high quality of life.

Metropolitan Planning Organizations (or Transportation Planning Organizations) are designated under Section 134 of Title 23, U.S. Code, for maintaining and conducting a “continuous, cooperative, and comprehensive” (3-C) regional transportation process that results in plans and programs consistent with adopted plans for development of the metropolitan area. Census defined urbanized areas of 50,000 or greater in population are designated as “MPOs”. The Governor, with the concurrence of area local governments, is charged with designating the MPO’s member organizations. The RRTPO is designated as a “Transportation Management Area (TMA),” defined as a metropolitan area with a population of over 200,000, creating additional requirements for transportation planning such as the Congestion Management Process (CMP).

Like many metropolitan areas, the RRTPO encompasses several jurisdictions, each with their own comprehensive plans and transportation programs. In Virginia, planning district commissions, which are established under state code to conduct regional planning, serve as TPO staff for most of Virginia’s urbanized areas.

Member Jurisdictions and Partner Agencies

The following jurisdictions are voting members of the RRTPO with the number of votes apportioned according to population indicated in parenthesis:

- Charles City County (1)
- Chesterfield County (4)
- Goochland County (2)
- Hanover County (3)
- Henrico County (4)
- New Kent County (2)
- Powhatan County (2)
- City of Richmond (4)
- Town of Ashland (1)

Partner agencies which also hold one vote include the Capital Region Airport Commission, GRTC Transit System, Richmond Metropolitan Transportation Authority (RMTA), and VDOT (as the Secretary of Transportation’s designee). Non-voting members represent other RRTPO committees and partner agencies.

TPO Study Area

Under federal requirements, the study area for the RRTPO must encompass both the existing urbanized area and contiguous area expected to become urbanized during the period covered by the long-range transportation plan. It must also cover areas designated by the Environmental Protection Agency (EPA) under the Clean Air Act as part of the non-attainment / maintenance area for air quality standards.

To ensure that the plan covers all urbanized areas, air quality attainment areas, and areas expected to become urbanized by 2045, the study area has been defined to include:

- Charles City County
- Goochland County
- Hanover County
- Henrico County
- New Kent County
- Powhatan County
- City of Richmond
- Town of Ashland
- A majority of Chesterfield County

The part of Chesterfield County not included in the RRTPO is contained in the Tri-Cities MPO study area. This includes those areas of Chesterfield County near Hopewell, Colonial Heights, and Petersburg.

Unified Planning Work Program (UPWP)

The purpose of the UPWP is to promote a unified regional approach to transportation planning to achieve regional goals and objectives. Additionally, the UPWP serves to document proposed expenditures of Federal, State, and local transportation planning funds, and provides a management tool for RRTPO and the funding agencies in scheduling major transportation planning activities, milestones, and products.

The UPWP is required of all metropolitan planning organizations (MPOs) as a condition to receiving federal funds. RRTPO is the federally designated MPO for the Richmond region and consists of the member governments as shown in Figure 1.

The goal of the UPWP is a well-functioning process and program that meets the federal and state transportation planning requirements. This effort involves the public, interested parties, and the RRTPO in developing a multi-modal, continuing, comprehensive, and cooperative transportation planning and programming process. A requirement of Section 450.308(c) of the Metropolitan Planning Area (TMA) designated MPOs include a discussion of the planning priorities facing the metropolitan planning area. Further discussion of these priorities is provided in the various work tasks.

The UPWP is the RRTPO's budget and work program for the upcoming fiscal year which begins on July 1, 2024, and concludes on June 30, 2025. The UPWP addresses federal/state planning and programming requirements, addresses regional transportation planning issues and needs, and includes activities required for the state and region to remain eligible for federal-aid highway and transit funds. The funding sources supporting the RRTPO program activities come from federal, state, and local funds.

Transportation Planning Program

Development of this FY 2025 UPWP has been guided by regulations requiring the RRTPO planning process to consider and implement projects, strategies, and services that address ten Metropolitan planning factors. The planning factors required by federal regulations are:

1. Support the economic vitality of the Metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Each of these planning factors affects nearly every task; the degree of consideration and analysis is based on the scale and complexity of many issues, including transportation system development, land use, employment, economic development, human and natural environment, and housing and community development (23 CFR 450.306(b)). The table on page 10 summarizes the applicability of each Metropolitan planning factor to the 2025 work program tasks.

The FY25 UPWP continues to be organized with four core program areas: Program Management, Comprehensive Planning & Outreach, Long-Range Transportation Planning, and Short-Range Transportation Planning. Program Management is the policy, management and operations platform that supports the remaining three program areas. The program objectives, work elements, responsibilities, budgets, products and schedules are included within each core program area. The appendices consolidate

information necessary to understanding and implementing the RRTPO program requirements.

There are work tasks that are included primarily as “project monitoring”; which means the RRTPO is a participating partner in the effort, but the designated lead role is undertaken by another agency or organization such as the Greater Richmond Transit Company (GRTC), DRPT or VDOT. All partners are provided the opportunity to incorporate project updates into the work task which those organizations or agencies lead.

The two primary funding sources supporting the work program are FHWA/PL funds and FTA Section 5303 funds. These funds are matched by state and local sources on an 80% federal (FHWA and FTA) 10% state (VDOT and DRPT), and 10% local (PlanRVA) basis. The FHWA/PL funding allocations for FY25 from VDOT and the FTA 5303 funding allocations from DRPT have been received.

Other Regional Transportation Planning

Additional planning activities for the Richmond region, beyond those included in the TIP or identified in the budget and work program, are undertaken by other agencies. One of the primary roles of the RRTPO is to coordinate these regional planning activities to make good use of limited local, state, and federal resources. The following section summarizes regionally significant

transportation planning activities by other agencies in the region.

Reconnect Jackson Ward - Ongoing
City of Richmond

The City of Richmond will conduct a traffic study and impact analysis, complete an environmental review, and develop a conceptual design and preliminary engineering plans for a cap over I-95/I-64 between Jackson Ward and Gilpin Court. This planning grant will also support local history and archival research, philanthropic coordination, and community engagement to ensure continued community support and involvement through ultimate construction of the project.

Funding Source	Amount
Reconnecting Communities Pilot (Federal)	\$1,350,000
Local Match	\$ 340,000
TOTAL	\$1,690,000

Permanent Transfer Center NEPA
Greater Richmond Transit Company

GRTC is currently working in partnership with the City of Richmond to identify a permanent transfer hub in downtown Richmond. A study was kicked off in August 2023 with the completion date of April 2024. In working with the consultants, two sites on Leigh and 9th street have been identified to move forward to conceptual design. Both sites are owned by the City of Richmond.

Mixed used development through a public private partnership is the planned path forward for development of the transfer hub on the selected site. As the study closes out in April, GRTC will be ready to move forward with NEPA for the selected site based on refinement to the conceptual design. Completing NEPA expeditiously is imperative, as having this done will be beneficial to conversations with potential partners of the joint development.

Funding Source	Amount
28-MERIT Special Programs - Technical Assistance - FY25 (Federal)	\$1,380,000.00
State	\$1,500,000.00
Local	\$60,000.00
CVTA	\$60,000.00
Total	\$3,000,000.00

Paratransit Operational Analysis

Greater Richmond Transit Company

GRTC currently provides fixed route complementary ADA paratransit services within the FTA required 3/4 mile fixed route buffer. This service is branded CARE (Community Assisted Ride Enterprise). GRTC additionally provides premium paratransit service beyond the ADA required boundary, offering service to the entire County of Henrico. This service is branded CARE PLUS. GRTC offers a third paratransit option that is a premium on-demand service, CARE ON-DEMAND. CARE and CARE Plus currently operate as zero fare in

alignment with Fixed Route service. CARE ON-DEMAND fare is \$6.00.

Funding Source	Amount
28-MERIT Special Programs - Technical Assistance - FY25 (Federal)	\$69,000.00
State	\$75,000.00
Local	\$3,000.00
CVTA	\$3,000.00
Total	\$150,000.00

ADA Compliance Assessment

Greater Richmond Transit Company

GRTC is requesting the services of a consultant to evaluate the current accessibility compliance with the Americans with Disability Act (ADA) for our administrative and maintenance buildings at 301 E. Belt Blvd. The GRTC facilities have been in operation for 14 years, with upgrades to the facilities being completed ad hoc, with a focus on improvements to parking needs and safety. As improvements have been made, GRTC has not done an overall evaluation of the impact of the improvement on accessibility for those with disabilities. GRTC currently has two elevators for access to the facility in the instance one elevator may be down, however, a lens of accessibility should also be considered for individuals regarding opening and closing doors. The assessment will result in the identification of improvements that GRTC can make to

ensure there are not inequitable hardships in terms of access for individuals who have a disability.

Funding Source	Amount
300-MERIT Capital Assistance - Minor Enhancement (MIN) - FY25	\$25,200.00
State	\$61,200.00
Local	\$1,800.00
CVTA	\$1,800.00
Total	\$90,000.00

GRTC Western Extension NEPA/30%

Greater Richmond Transit Company

This project is a necessary next step on the pathway to construction. GRTC anticipates the need for NEPA, with the class of action being either a Documented

Categorical Exclusion (DCE) or Environmental Assessment (EA). Additional conceptual design work will be required to refine the alternative to a level of understanding that will enable completion of a DCE or EA. With the identification of a minimum operable extension and the completion of NEPA, the project would be eligible to compete for funding for design development and construction.

Funding Source	Amount
28-MERIT Special Programs - Technical Assistance - FY25	\$392,000.00
State	\$952,000.00
Local	\$28,000.00
CVTA	\$28,000.00
Total	\$1,400,000.00

TABLE 1: UPWP TASKS AND FEDERAL PLANNING FACTORS

	7100 Program Management			7200 Comprehensive Planning & Outreach			7300 Long Range Planning					7400 Short Range Planning	
	7110	7120	7130	7210	7220	7230	7310	7320	7330	7340	7350	7410	7420
Economic	X	X			X		X	X	X	X	X	X	X
Safety	X	X			X		X	X	X	X	X	X	X
Security			X	X	X	X	X		X	X	X	X	X
Accessibility	X	X	X	X	X		X	X	X	X	X	X	X
Environment			X	X	X	X	X	X	X	X	X	X	X
Connectivity	X	X	X		X		X	X	X	X	X	X	X
Management	X	X	X		X		X	X	X	X	X	X	X
Preservation							X	X	X	X	X	X	X
Storm Water						X	X		X	X	X	X	X
Tourism				X	X		X		X	X	X	X	X

Planning Priorities

The FY25 UPWP priorities focus on fully addressing the recommendations from the August 2021 federal certification report and federal planning emphasis areas, completing existing work tasks that span from FY24 to FY25, and advancing new initiatives. These priorities are outlined below.

Federal Certification Recommendations

Development of a periodic system performance report evaluating the condition and performance of the transportation system with respect to the performance targets, and progress achieved in meeting the performance targets.

We strongly recommend that the Secretary of Transportation **review the Commonwealth's current representation on the Policy Board** to ensure that the Commonwealth's interests in passenger and freight rail, transportation demand management, ridesharing, and public transportation are appropriately represented. We recommend that DRPT be considered to be made a voting member moving forward.

It is recommended that RRTPO, once guidance is released for the Bipartisan Infrastructure Bill (BIL), to **reexamine the 3-C agreement (Memorandum of Understanding) on Metropolitan Transportation Planning Responsibilities** for the Richmond Area to ensure it is in compliance.

VDOT provide **Section 504 training** to the RRTPO to support their self-certification of Section 504.

VDOT provide **procedures and documentation to support the State's self-certification statement pursuant to 23 CFR 450.336** that the metropolitan planning process is being carried out in accordance with Section 504, ADA, The Older Americans Act, 23 USC 324, and with consideration of E.O. 12898 (EJ).

RRTPO should continue to **support a robust transit network which delivers comprehensive, equitable and convenient service**, particularly in areas of greatest need, especially in light of new CVTA revenues.

Federal Planning Emphasis Areas

Expand data management and sharing capabilities - Fully incorporate data sharing and consideration into the transportation planning process, emphasizing data's value across multiple programs. Data sharing principles and data management will be elevated for a variety of issues, such as freight, bike and pedestrian planning, equity analyzes, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety.

Improve consideration of equity and justice in public planning processes - Actively advance racial equity and support for underserved and disadvantaged communities, including tribal governments, to help ensure public involvement in the planning process and

that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. Work will consider the following:

- Improving infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities;
- Planning for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management;
- Reducing single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors;
- Working with transit providers to target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and
- Be a resource to providers as they consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

Tackle the Climate Crisis – Transition to a Clean Energy, Resilient Future

- Identify measures to help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. This could include

evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

Safe Streets - Be a resource to assist partner agencies plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Public Engagement - Continue developing methods and strategies to improve opportunities for the general public to take a more active role in project planning and development. Be a resource to connect impacted communities with decision-makers as plans and projects are considered. Identify a layered engagement approach that considers in-person, hybrid, and virtual tools and strategies for involvement.

Planning and Environmental Linkages - Develop project planning workflows that implement PEL as part of the transportation planning and environmental

review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information.

On-going Planning Efforts

Continue to **develop the Regional Travel Demand Model** to support transportation planning, research and analysis, including small area, sub-area, corridor and scenario planning tasks.

Continue **support of regional public transportation service** that provides more frequent, accessible service including expansion of bus rapid transit to the west along the Borad Street Corridor and North-South through downtown Richmond.

Advance the recommendations from prior year studies (BikePedRVA 2045, Regional Park and Ride Study, Transit Vision Plan Short-Range Priorities, etc.) into project applications, policies, or other implementation efforts.

Continue **advancing the Fall Line** with local, regional, state, and national partners and evaluate opportunities for funding and amenities.

Support the CVTA as a funding partner through data-driven analysis, cost estimating support, and prioritization and ranking tools.

Continue to **build public engagement and outreach strategies** for the RRTPO and ensure compliance with Title VI, Environmental Justice, and Low Literacy/Limited English Proficiency requirements.

FY25 Regional Priorities

Renewed Safety Emphasis. This work effort builds on the RRTPO’s strengthened commitment to reducing roadway fatalities and serious injuries in the 2024 target setting and will include reestablishing the regional safety work group and looking for opportunities to implement and refine the Regional Transportation Safety Plan.

Long-Range Transportation Planning. This work effort will begin the planning process for the 2050 regional long-range transportation plan. This builds on intentions from the ConnectRVA 2045 plan and the scenario planning effort, Pathways to the Future, and will include comprehensive data development, public engagement, and public-facing reporting and visualization.

Rural Public Transportation. This work effort will focus on identifying options to provide or enhance public transportation services in the less densely populated localities in the region that can be fully compatible and

integrated with existing and planned GRTC service. This effort includes data development, public engagement, and development of implementation strategies for recommended improvements and services.

Fiscal Year 2024 Accomplishments

The following summarizes work produced and planning activities performed during FY 2023 to implement the approved RRTPO planning projects and consultant tasks listed below. Ongoing work program tasks, such as routine project administration, are not included in this summary and only major accomplishments are listed.

Task 7100 Program Support & Administration

- **7110** Continued development and outreach tools with emphasis on public engagement and transparency. Introduced new board members to the MPO through a comprehensive on-boarding program.
- **7120** Maintained the FY24 UPWP and developed amendments as needed to account for new emphasis on work tasks and priorities. Consulted with member governments and partners to ensure work was being performed as needed

Task 7200 Equity, Outreach & Comprehensive Planning

- **7210** Reviewed and updated the Public Engagement Plan in advance of the 2050 LRTP scoping and kick-off to ensure engagement remains at the forefront of agency efforts. Significantly shifted the role of CTAC to lead

development of engagement strategies and outreach efforts more directly.

- **7220** Participated in professional organizations and societies including the American Planning Association, National Association of Regional Councils, Association of MPOs, National Association of Development Organizations, Consortium for Scenario Planning, and others to advance staff engagement and knowledge of best practices. Partnered on STARS studies, IMR reports, and arterial management plans.

Task 7300 Long-Range Transportation Planning

- **7310** Completed a major amendment of ConnectRVA 2045 to include the Interchange Modification at Exit 211 on I-64 project. Conducted a soft kick-off of the 2050 long-range plan with community leaders and elected officials as part of the annual Transportation Forum.
- **7315** Completed Pathways to the Future, the region's first cross-discipline scenario planning tool, to assist in planning for uncertain futures. The project includes development of multiple computer models and data visualization tools, establishment of a steering committee of subject matter experts and engagement of the

community across multiple focus areas that intersect with transportation.

- **7320** Continued development of the 2050 travel demand model including integration with the other scenario planning models.
- **7330** Continued coordination with GRTC and DRPT on bus rapid transit expansions west along US-250 and a new north-south line. Provided direct support for GRTC's planning efforts for essential infrastructure at bus stops. Initial data development and scoping for the FY25 rural public transportation study in coordination with GRTC, CVTA, and localities.
- **7340** Completed the Trolley Line planning effort with National Park Service and began implementation efforts. Continued support and assistance for Fall Line development.

RRTPO has updated the TIP narrative to indicate specific dollar amounts (or percentage of total TIP amount) utilized toward achievement of transit performance targets like the effort for highway investments as recommended in the certification review. RRTPO prioritized projects and allocated funding for the CMAQ, CRP, STBG, and TA programs and selected and developed projects for Smart Scale Round 6 applications.

- **7430** Hired a freight planner to lead program efforts and began initial data development.

Task 7400 Short-Range Transportation Planning

- **7410** Developed dashboards and datasets to communicate regional transportation indicators for all nine RRTPO member jurisdictions. Submitted performance measures for Federal performance measures, including more aggressive roadway safety targets for 2024.
- **7420** With the approval of the FY24 – FY27 Transportation Improvement Program, the

Fiscal Year 2025 Tasks

RRTPO planning activities are divided into four major planning categories. Funding sources for planning activities include a combination of federal transit and highway programs. The following pages describe each task, including its purpose, agency or agencies responsible for carrying out the work, and expected results. The following table summarizes projects, tasks, and total cost budgeted for each project. The next section provides details on each task.

Task Number	Title	Total Budgeted Amount
7100	PROGRAM SUPPORT & ADMINISTRATION	\$470,117
7110	Program Management	
7120	UPWP, Budget and Contract Administration	
7130	Contingency Funding	
7200	EQUITY, OUTREACH & COMPREHENSIVE PLANNING	\$768,000
7210	Public Outreach & Equity Analysis	
7220	Special & Integrated Planning	
7230	System Resilience & Environmental Linkages	
7300	LONG-RANGE TRANSPORTATION PLANNING	\$1,814,452
7310	Long-Range Transportation Plan	
7320	Travel Demand Modeling & Emissions Analysis	
7330	Transit & Passenger Rail	
7340	Active Transportation	
7350	Freight & Intermodal Planning	
7400	SHORT-RANGE TRANSPORTATION PLANNING	\$205,000
7410	Performance Based Transportation Planning	
7420	Financial Programming / Transportation Improvement Program	

7100 PROGRAM SUPPORT AND ADMINISTRATION

Task 7110 Program Management

Purpose:

Support the planning process and provide contract administration for federal, state, and other funding programs as appropriate.

Support Policy Board, Technical Advisory Committee (TAC), Community Transportation Advisory Committee (CTAC) & subcommittee meetings.

Method:

Major work activities within this task include developing agendas, minutes, mailings, work status reports, program management and administration; federal/state program requirements and review of related legislation; and computer program support.

PlanRVA staff serves as lead staff for RRTPO program administration with VDOT Richmond District providing support through its partnership on committees and work groups, processing quarterly bills and other requisitions, and conducting various other technical and administration support activities. VDOT State Planning & Research (SPR) funds programmed under UPWP task 7110 provides for VDOT Richmond District support on all RRTPO work tasks.

7110 Expected Results/Product	Completion
RRTPO	
1. Maintenance and administration of the program and committees	Ongoing
2. Maintain current information on regional plans and programs	Ongoing
3. Coordinate consultant-related activities	As Needed
4. Coordinate special meetings including the RRTPO Transportation Forum	As Needed
5. Coordinate and fulfil interagency review and information requests	As Needed
VDOT	
1. Provide technical assistance to the RRTPO, member governments, and other agencies	As Needed
2. Provide review and guidance related to RRTPO planning and programming requirements and assistance addressing federal requirements	Ongoing

Task 7120 UPWP, Budget and Contract Administration

Purpose:

Develop and maintain the Unified Planning Work Program.

Develop time allocations, budgets, and funding scenarios to support UPWP deployment.

Method:

PlanRVA staff will cooperatively develop and administer the UPWP, and coordinate RRTPO planning activities and committee meetings in compliance with UPWP funding agencies. This work effort also supports the RRTPO program by providing legal and other financial services related to the RRTPO program.

This task provides for maintenance of the adopted UPWP and annual development of the RRTPO work program for the upcoming fiscal year. Work in this task includes development of time allocations, budgets, and funding to support the task descriptions. The UPWP also identifies the region’s planning priorities, documents cooperation between the RRTPO and Tri-Cities Area MPO on various work activities.

7120 Expected Results/Product	Completion
RRTPO	
1. Administer RRTPO FY 2025 UPWP	Ongoing
2. Work with member governments to prepare grant applications supporting the UPWP with emphasis on the Bipartisan Infrastructure Law and other federal programs	As Needed
3. Communicate UPWP activities to the public through CTAC and outreach methods identified in Task 7210 and the RRTPO Public Engagement Plan	Ongoing
4. Coordinate review of and fulfil information requests	As Needed
5. Provide regular progress updates to VDOT and DRPT	Ongoing
6. Provide review and guidance related to RRTPO planning and programming requirements and assistance addressing federal requirements	Ongoing

Task 7130 Contingency Funding

Purpose:

Provide additional support for new and unforeseen activities.

Method:

Financially support unforeseen activities related to community engagement, staffing, consultant contracts, or other activities associated with UPWP tasks. This item may also be used for funding new UPWP tasks that may be approved by the RRTPO Policy Board during the fiscal year.

7130 Expected Results/Product	Completion
RRTPO	
1. Staffing or administrative tasks as appropriate to actively pursue and complete projects developed under the UPWP	As Needed
2. Consultant contracts to address needs or other projects as developed during the fiscal year	As Needed
2. Additional public engagement as identified during the planning phases for project assignments	As Needed
3. New UPWP tasks developed as part of a needs assessment during the fiscal year	As Needed
4. Address unanticipated funding shortfalls and/or rescissions	As Needed

7200 EQUITY, OUTREACH & COMPREHENSIVE PLANNING

Task 7210 Public Outreach & Equity Analysis

Purpose:

Actively engage stakeholders and the public with information regarding RRTPO activities and current issues in metropolitan transportation planning.

Encourage and document citizen engagement in the development of RRTPO transportation plans, programs and policies via the approved PlanRVA Public Engagement Plan, Title VI Plan, and associated policies and procedures.

Method:

This work effort supports the development of a functional and viable community engagement program, which creates a “citizen planner” role for the public on transportation issues and encourages public input to the transportation planning and programming process. The RRTPO organization includes a standing Community Transportation Advisory Committee (CTAC) appointed by the RRTPO policy board. The CTAC membership includes representation from all the RRTPO local jurisdictions and community organizations, including a focus on seniors, individuals with disabilities, persons with low income and all persons that are transportation disadvantaged.

7210 Expected Results/Product	Completion:
RRTPPO	
1. Work to ensure equitable opportunities for all people to participate in the work of PlanRVA and RRTPO.	Ongoing
2. Revise Public Engagement Plan to include best practices	As Needed
3. Conduct 3-year review and update of Title VI plan	June 30, 2025
4. Maintain PlanRVA website including dashboards and engagement portal	Ongoing/As Needed
5. Serve as a resource to VDOT & DRPT to enhance participation by elderly, disabled, and low-income populations in transportation plans	As Needed
VDOT	
1. Support PlanRVA efforts to engage regional stakeholders and the general public	Ongoing
DRPT	
1. Encourage and participate in PlanRVA efforts to raise awareness of transit projects	Ongoing

Task 7220 Special and Integrated Planning

Purpose:

Participate in and provide technical support to special planning efforts or studies in the region that are related to or impact transportation planning, system performance and financial programming as determined by the RRTPO Secretary.

Method:

PlanRVA staff will work closely with member governments and partner agencies to complete additional studies and plans that help to advance the transportation plans of the region, including but not limited to collaborative strategic planning, economic development, land use analysis, tourism planning, regional and megaregional partnerships, financial competitiveness studies, and professional advancement.

7220 Expected Results/Product	Completion
RRTPO	
1. Provide technical support services to member jurisdictions as identified through joint agreement.	As Needed
2. Professional leadership and Best Practices – work to be an active participant and leader in various professional organizations	Ongoing
3. Actively participate in VDOT or locality-led regional transportation studies as well as responding to data requests	Ongoing
4. Support the region’s Action Framework for Economic Mobility which will measure performance in key economic mobility indicators including Housing and Transportation.	Ongoing
5. Support development of an updated regional Comprehensive Economic Development Strategy (CEDS)	Ongoing
6. Work with regional partners to ensure progress for the 2024 Regional Policy Agenda for safe, affordable housing for every individual and family	Ongoing
7. Track and update technology needs as appropriate to keep PlanRVA on the cutting edge of best technology practices among MPOs and planning organizations	As Needed

Task 7230 System Resilience & Environmental Linkages

Purpose:

Following federal guidance, consider projects and strategies that will improve resiliency and reliability of the transportation system through mitigation of stormwater impacts on the transportation system, improvement of resistance to heat island impacts and reduction of the vulnerability of existing transportation infrastructure to natural disasters.

Method:

Coordinate transportation planning with environmental partners, homeland security, disaster preparedness, and post-disaster redevelopment planning. Enhance the resiliency of the transportation system to withstand threats from man-made and natural disasters. Think long-term about how to function as a region when societal gathering patterns are disrupted by weather, disease, economic turmoil, or other regional factors.

7230 Expected Results/Product	Completion
RRTPO	
1. Develop a system resilience analysis framework to complements the LRTP and identifies strategies that reduce community impacts of climate change	Ongoing
2. Work with VDOT to assess and prioritize infrastructure	As Needed
3. Support updates of the Regional Green Infrastructure Plan	June 30, 2025
4. Maintain and update digital flood tool that will provide current information on potential impacts and priority infrastructure needs	Ongoing
5. Identify new indicators for assessment of community resilience	Ongoing
6. Update project prioritization metrics that reflect resilience and environmental factors in project development	As Needed
VDOT	
1. Collaborate with PlanRVA to develop a summary database of infrastructure vulnerability	Ongoing

7300 LONG-RANGE TRANSPORTATION PLANNING

Task 7310 Long-Range Transportation Plan

Purpose:

Develop and maintain a comprehensive future-reaching transportation plan to assess mobility and access needs of the Richmond region

Method:

In accordance with RRTPO policy and applicable federal regulations, PlanRVA will coordinate and undertake various activities to update the Long-Range transportation plan in consultation and coordination with VDOT and DRPT staff. Expected efforts this year include establishing the steering committee, reviewing regional vision and goals, identifying transportation deficiencies, and identifying potential solutions. The existing plan will be monitored and amended as necessary.

Through the activities in this work task, RRTPO will meet the BIL requirement that each MPO use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [\[§ 11206\(b\)\]](#)”

7310 Expected Results/Product	Completion
RRTPO	
1. Work to implement ConnectRVA 2045 and amend the plan as needed	Ongoing
2. Develop 2050 Long-Range Transportation Plan	September 30, 2026
VDOT	
1. Support RRTPO in implementing ConnectRVA 2045	Ongoing
2. Support RRTPO in developing the 2050 LRTP	September 30, 2026
3. Consider the impact of study recommendations on LRTP	Ongoing
4. Implement VTrans	Ongoing
DRPT	
1. Support RRTPO in implementing <i>ConnectRVA 2045</i>	Ongoing
2. Support RRTPO in developing the 2050 LRTP	September 30, 2026
3. Review RVA Transit Vision Plan and other regional transit and mobility plans for consistency with <i>ConnectRVA 2045</i> targets	Ongoing

Task 7320 Travel Demand Modeling & Emissions Analysis

Purpose:

This task aims to effectively model, analyze, and document multi-modal transportation networks and simulate existing and future travel demand. These models can also be used to estimate on-road motor-vehicle emissions including ozone precursors and greenhouse gas emissions.

Method:

PlanRVA and VDOT will cooperatively utilize the Richmond / Tri-Cities (RTC) travel demand model; prepare, analyze and document network-based travel forecasts, as needed; and undergo training in the use of travel demand modeling and emissions analysis tools. PlanRVA will investigate alternative platforms to develop alternative analyzes and investigations into future conditions and impacts of transportation decision-making.

7320 Expected Results/Product	Completion
RRTPO	
1. Maintain and implement the RRTPO Travel Demand Model	Ongoing
2. Provide forecasts for regional studies	As Needed
3. Develop and implement a full transit demand model to complement the existing travel demand model	Ongoing
4. Cooperate with member governments, VDOT, and others to use the Travel Demand Model in small-area, corridor, and other types of local planning efforts	Ongoing/As Needed
VDOT	
1. Assist with implementation of the RRTPO Travel Demand Model	Ongoing
DRPT	
1. Coordinate with RRTPO and VDOT to incorporate current transit data and forecasts into the Travel Demand Model	Ongoing/As Needed

Task 7330 Transit & Passenger Rail

Purpose:

Identify opportunities to enhance and increase connectivity to transit across the Richmond region and advance the coordination of transportation services for all people in the Richmond region with focus through an equity lens on disadvantaged and environmental justice populations.

Method:

PlanRVA staff will support the implementation of the Transit Vision Plan (Near-term Technical Analysis), including support for GRTC in pursuit of shovel-ready projects and grant opportunities. PlanRVA will also support the state designated Area Agency on Aging in the maintenance of a plan to coordinate regional transportation services meeting the needs of disadvantaged populations.

7330 Expected Results/Product	Completion
RRTPO	
1. Complete a rural public transportation study to develop recommended service and implementation strategies for localities without fixed route service	March 30, 2025
2. Support implementation of the Greater RVA Transit Vision and Human Services Mobility Plans	Ongoing

3. Coordinate Transportation Demand Management processes and policies in partnership with RideFinders.	Ongoing
4. Collect and synthesize performance data on public transportation	Ongoing
5. Support Staples Mill Station redesign and upgrades	As Needed
6. Coordinate with Greater Richmond Transit Company (GRTC) to improve service to the region with focus on BRT expansion and connectivity	Ongoing
GRTC	
1. Solicit support and technical assistance from PlanRVA staff for annual development of a plan for regional public transportation within Planning District 15 and other projects as needed	Ongoing
DRPT	
1. Solicit support & technical assistance from PlanRVA staff on implementation plans for the Greater RVA Transit Vision Plan	Ongoing
2. Support RRTPO development of the Rural Public Transportation study	March 30, 2025

Task 7340 Active Transportation

Purpose:

Plan for safe bicycle and pedestrian facilities connecting home, work, and school accessible for people of all ages and abilities and provide a forum for regional conversation regarding active transportation and community health.

Method:

The RRTPO is responsible for planning all modes of transportation including connecting accessible pedestrian facilities and bicycle facilities. This task provides oversight for the regional bicycle & pedestrian plan and pledges RRTPO support for area groups, organizations, and local governments to advance bicycle and pedestrian studies, programs, and projects.

Through the activities in this work task, RRTPO will meet the BIL requirement that each MPO use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]”

7340 Expected Results/Product	Completion
RRTPO	
1. Work with partners to identify planned active transportation improvements and update BikePedRVA 2045 as needed	December 31, 2024
2. Coordinate and facilitate regional conversations on the alignment of the East Coast Greenway	Ongoing
3. Support the development of the Fall Line network including wayfinding and Trolley Line interpretation	Ongoing
4. Develop a prioritization report for last-mile active transportation connections to transit to promote increased ridership and user safety	June 30, 2025
5. Collect and synthesize performance data on nonmotorized travel	Ongoing
6. Work with member governments and state agencies to advance active transportation	Ongoing
VDOT	
1. Include PlanRVA staff as technical resources for new and ongoing bicycle and pedestrian projects in the Richmond region	As needed
2. Share counts and other performance metrics with PlanRVA staff for inclusion in plans and projects	Ongoing

Task 7350 Freight and Intermodal Planning

Purpose:

Moving people and goods safely and efficiently with environmentally beneficial impacts.

Method:

In order for Richmond to compete in the efficient movements of goods and services in the coming years, the region will need to identify, develop and implement intermodal strategies which will provide good connectivity for passenger movement, transfer of rail shipments, improved rail access for local truck shipments, expanded opportunity for air cargo movement, and alternative options of importing and exporting regional cargoes, such as by barge to the Port of Virginia’s Richmond Marine Terminal.

The regional planning process can support policies that advocate investments in the rail system such as extension of sidings, crossovers, signal upgrades or grade-separation of crossings which can improve the performance of the rail system to the benefit of both passenger and freight movements.

7430 Expected Results/Product	Completion
RRTPO	
1. Freight corridor profiles and commodity flow data development and analysis. Investigation of best applications for freight data to support economic development.	June 30, 2025
2. Support implementation of I-95/RMT/Commerce Corridor Access Study	Ongoing
3. Coordinate with VPRA and DRPT on rail studies and initiatives in the Richmond area	As Needed
4. Analyze and catalog at-grade rail crossings with an emphasis on safety and freight impacts	June 30, 2025

7400 SHORT-RANGE TRANSPORTATION PLANNING

Task 7410 Performance Based Transportation Planning

Purpose:

Establish and work towards meeting a defined set of performance measures and targets through planning and programming projects that contribute towards regional goals and assess progress towards meeting goals.

Method:

PlanRVA staff will work with VDOT regarding the establishment of performance measures and targets, how Federal rules will be implemented, and will monitor established rules and any proposed changes. The RRTPO will work with FHWA, FTA, VDOT and DRPT to incorporate these new requirements into the RRTPO planning and programming process in the work program.

Develop tools and visualizations to communicate performance of the transportation network in a data-driven process. Incorporate new datasets when possible, including the FY22 adopted Regional Transportation Safety Plan.

7410 Expected Results/Product	Completion
RRTPO	
1. Safety – work with Vision Zero Workgroup to update and implement Regional Transportation Safety Plan	Ongoing
2. Congestion Management Process – update CMP report to reflect current conditions and potential strategies for the regional highway network including emphasis on freight corridors	June 30, 2025
3. Coordinate with VDOT and DRPT on Regional Performance Measures and their ongoing assessment	Ongoing
VDOT	
1. Collaborate with PlanRVA staff to develop Intelligent Transportation Systems (ITS) projects and programs	As Needed
2. Provide needed data to PlanRVA for use in developing CMP analysis and reporting	Ongoing

**Task 7420 Financial Programming /
Transportation Improvement Program**

Purpose:

Cooperatively develop and publish the RRTPO Transportation Improvement Program (TIP), revise policies and procedures for TIP development, as needed, develop and manage evaluation and allocation of federal and state transportation funding, and report on previously authorized TIP projects.

Method:

PlanRVA, VDOT, and DRPT staff will jointly consult and coordinate with RRTPO Policy Board and advisory committees to maintain the TIP as needed; monitor authorized TIP projects; manage the RRTPO policies and procedures for TIP development; manage the RSTBG/CMAQ/TAP grant process; work to prepare regional applications for state and federal funding opportunities.

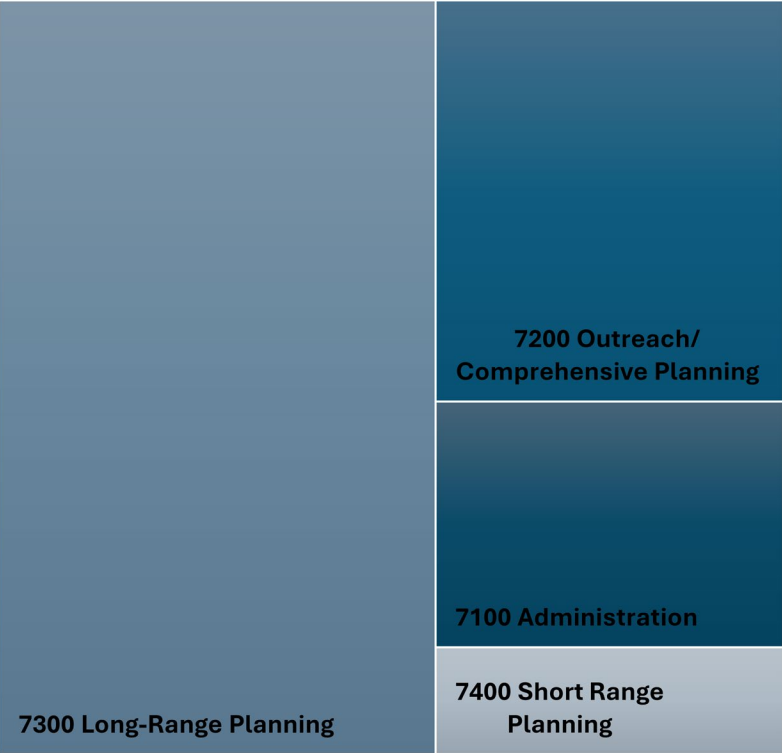
7420 Expected Results/Product	Completion
RRTPO	
1. Update the Project Selection and Allocation Framework	September 30, 2024
2. Allocate FY26 – FY31 flexible regional funding	June 30, 2025
3. Maintain the FY24 – FY27 TIP	Ongoing
4. Work collaboratively to develop regional applications for state and federal funding	As Needed
5. Develop tools and metrics evaluate projects including cost-benefit scoring and funding scenarios	Ongoing
VDOT	
1. Coordinate TIP project proposals for the State Highway System	Ongoing
2. Coordinate with PlanRVA staff to develop funds allocation recommendations	Ongoing
DRPT	
1. Coordinate transit TIP projects and amendments	As Needed

Work Program Budget

Seven personnel from PlanRVA are committed to full time direct support of the tasks outlined in the FY 2025 RRTPO UPWP; another eight personnel are committed in part-time direct support. Additional personnel may be assigned to consultant-led work tasks.

Primary responsibility for the UPWP rests with PlanRVA staff. There are cases where other UPWP agencies are assigned primary responsibility for specific activities, as delineated in the task descriptions; PlanRVA will provide support for these activities. The PlanRVA Director of Transportation is responsible for overall program support and administration of RRTPO’s work program tasks, as well as for interagency coordination with the other UPWP Agencies. Each staff person dedicated to direct support of the work program is charged with primary responsibility for accomplishing specific tasks or subtasks.

The figure right reflects the FY 2025 RRTPO budget by planning program project. The table on the following page details FY 2025 expenditures budgeted by PlanRVA on RRTPO planning projects or tasks described in this UPWP. For each planning project, total expenditures, type of fund, and federal/local matching amounts are identified.



FY25 Unified Planning Work Program

Work Task	PL				5303				5303 CO ⁽¹⁾	GRAND TOTAL
	Federal	State	Local	Total	Federal	State	Local	Total	Total	
7110 MPO Prog Mgmt	169,984	21,248	21,248	212,480	42,384	5,298	5,298	52,981	-	265,460
7120 UPWP Budget & Contracts	89,600	11,200	11,200	112,000	22,400	2,800	2,800	28,000	-	140,000
7130 Contingency Funding	-	-	-	-	51,725	6,466	6,466	64,656	-	64,656
7210 Public Outreach/ Equity Analysis	64,000	8,000	8,000	80,000	16,000	2,000	2,000	20,000	-	100,000
7220 Special & Integrated Planning	280,320	35,040	35,040	350,400	70,080	8,760	8,760	87,600	-	438,000
7230 System Resiliency & Environmental Link	184,000	23,000	23,000	230,000	-	-	-	-	-	230,000
7310 Long Range Transportation Plan	472,360	59,045	59,045	590,450	93,640	11,705	11,705	117,050	136,000	843,500
7320 Travel Demand Model	122,880	15,360	15,360	153,600	-	-	-	-	38,400	192,000
7330 Transit & Passenger Rail	-	-	-	-	266,353	33,294	33,294	332,941	116,011	448,952
7340 Active Transportation	166,400	20,800	20,800	208,000	-	-	-	-	52,000	260,000
7350 Freight & Intermodal	56,000	7,000	7,000	70,000	-	-	-	-	-	70,000
7410 Perf Based Planning	80,000	10,000	10,000	100,000	-	-	-	-	-	100,000
7420 Financial Prog/TIP	67,200	8,400	8,400	84,000	16,800	2,100	2,100	21,000	-	105,000
TOTAL (\$)	1,752,744	219,093	219,093	2,190,930	579,383	72,423	72,423	724,228	342,411	3,257,569

(1) Expected FTA 5303 Carryover Funds

Modifications

Introduction

A UPWP modification is any change that is made between annual updates of the UPWP. There are two types of UPWP modifications: (1) amendments and (2) administrative modifications. RRTPO coordinates modifications with VDOT and DRPT to ensure consistency with state and federal requirements. All completed modifications are documented in the UPWP.

Amendments

Amendments are the most significant type of UPWP modification. An amendment involves a major change to a work task or the budget. The list below provides examples of amendments:

- Adding or removing a work task
- Significantly revising the concept or scope of a work task
- Changing the budget distribution between the major tasks (7100, 7200, 7300, 7400)
- Changes to the total program budget

All amendments are made available for public review and comment consistent with the [Public Engagement Plan](#). Amendments are subject to Federal approval. Amendments are reviewed by the Technical Advisory Committee (TAC) and approved by the Policy Board.

Administrative Modifications

Administrative modifications, also known as adjustments, are minor changes to the UPWP. Examples of minor changes include:

- Changing the budget of subtasks (e.g. 7410 and 7420) while maintaining the overall task total
- Revising the concept or scope of a work task in a limited way

Administrative modifications do not undergo public review but do require Federal approval. Administrative modifications are processed by RRTPO staff and submitted to VDOT or DRPT as needed for approval.

Acronym Definitions

We try to avoid using acronyms without providing a definition, but in case we missed any, here are definitions for some of the commonly used acronyms and terms in transportation planning in our region.

Acronym	Definition
Activity Center	<i>Areas in the region with concentrations of housing and jobs</i>
BIL	<i>Bipartisan Infrastructure Law, also known as the IIJA</i>
CMP	<i>Congestion Management Process</i>
CMAQ	<i>Congestion Mitigation and Air Quality (federal funding)</i>
CTAC	<i>Community Transportation Advisory Committee, RRTPO advisory committee</i>
CVTA	<i>Central Virginia Transportation Authority</i>
DRPT	<i>Department of Rail and Public Transportation</i>
EDAC	<i>Elderly and Disability Advisory Committee, former RRTPO advisory committee</i>
FAST Act	<i>Fixing America's Surface Transportation Act</i>
FHWA	<i>Federal Highway Administration</i>
FTA	<i>Federal Transit Administration</i>
FY / FFY	<i>Fiscal Year / Federal Fiscal Year</i>
GRTC	<i>Greater Richmond Transit Company</i>
IAR	<i>Interchange Access Report</i>
IIJA	<i>Infrastructure Investment and Jobs Act, also known as the BIL</i>

L RTP	<i>Long Range Transportation Plan</i>
MPO	<i>Metropolitan Planning Organization</i>
EPA	<i>National Environmental Policy Act</i>
OIPI	<i>Office of Intermodal Planning and Investment</i>
PL	<i>Planning funds (federal funding category)</i>
PlanRVA	<i>Richmond Regional Planning District Commission</i>
Policy Board	<i>Decision-making body of the RRTPO, composed of elected officials from nine jurisdictions and other partners</i>
RMTA	<i>Richmond Metropolitan Transportation Authority</i>
RRTPO	<i>Richmond Regional Transportation Planning Organization</i>
RSTBG	<i>Regional Surface Transportation Block Grant (federal funding)</i>
RTC	<i>Richmond / Tri-Cities MPOs</i>
STARS	<i>Strategically Targeted Affordable Roadway Solutions</i>
TAC	<i>Technical Advisory Committee, RRTPO advisory committee</i>
TDM	<i>Travel Demand Model</i>
TIP	<i>Transportation Improvement Program, list of upcoming transportation projects</i>
UPWP	<i>Unified Planning Work Program, the RRTPO annual budget and work program</i>
VDOT	<i>Virginia Department of Transportation</i>
VTrans	<i>Virginia statewide, long-range transportation plan</i>

Bylaws, Policies and Procedures and Guidance Documents

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
BYLAWS, POLICIES, PROCEDURES AND NON-BINDING GOVERNANCE
GUIDANCE DOCUMENTS**

BYLAWS

AMENDED

[Bylaws](#)

5-5-22

POLICIES AND PROCEDURES

ADOPTED

[Policy for All-virtual Public Meetings](#)

11-3-22

[Policy for the Remote Participation of Members](#)

11-3-22

NON-BINDING GOVERNANCE GUIDANCE DOCUMENTS

ADOPTED

[Establishing the Non-Binding Governance Guidance Documents](#)

6-28-18

[MPO Policy Board Leadership Rotation](#)

6-28-18

[Meeting Attendance](#)

6-28-18

[Technical Advisory Committee Leadership Rotation](#)

6-28-18

[Community Transportation Advisory Committee Leadership Rotation](#)

6-28-18

[Member Appointment Resolution Template](#)

6-28-18

[Meeting Cancellation](#)

6-28-18

**BYLAWS OF THE
RICHMOND AREA METROPOLITAN PLANNING
ORGANIZATION**

**Ratified April 12, 1990
Amendments to June 28, 2018
Amendments to May 5, 2022**

**ARTICLE I – Name and
Authority**

Section 1. The name of this organization shall be known as the Richmond Area Metropolitan Planning Organization, hereinafter called the MPO, generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO.

Section 2. The MPO shall have such authority as prescribed by the Governor in his designation of September 11, 1995 and as prescribed in “A Memorandum of Understanding for Conducting the Metropolitan Transportation Planning and Programming Process in the Richmond Urbanized Area” and subsequent revisions to the Memorandum, hereinafter referred to as the MOU.

**ARTICLE II -
Purpose**

Section 1. The purpose of the MPO is to perform policy and technical functions for Richmond Urbanized Area transportation planning reflecting a multimodal process founded upon coordination and cooperation between planning, transit, and service providers. The policy function is designed to make transportation policies to develop and implement the Richmond Regional Metropolitan Transportation Plan and related efforts. The MPO shall:

- a. establish policy for continuing, comprehensive and cooperative transportation planning process;
- b. annually evaluate the current Transportation Plan, accept it when appropriate, determine when a re-evaluation of the Transportation Plan is necessary, and recommend appropriate action;
- c. review the results of the re-evaluation;
- d. determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends;
- e. cooperate in the evaluation of forecasts of transportation demands;
- f. work cooperatively on any proposal, alternate lines, and work performed on the study, location, and design of facilities and programs in the Transportation Plan;

- g. assign special or standing committees, or ad hoc working groups to specific assignments;
- h. establish priorities for consideration in the development of the areawide Unified Planning Work Program, and to approve the areawide Unified Planning Work Program;
- i. approve programs of planning projects and programs of capital expenditures and construction projects, including the annual Transportation Improvement Program, its Annual Element, the Short Range Transportation Plan, the Unified Planning Work Program; and
- j. perform and approve other plans and programs as may be required by state and federal regulations, and Executive orders and directives.

The technical function of the MPO is designed to establish, monitor and review the results of the technical process for urban transportation planning in the Richmond Urbanized Area. The MPO shall:

- a. establish the technical details of the continuing process through the MOU and pass-through agreements;
- b. establish detailed work activities through the Unified Planning Work Program process that fulfilled these agreements;
- c. review and certify the satisfactory completion of these activities; and
- d. in general, prepare the technical recommendations that the MPO needs to perform its policy functions in either ad hoc working groups, special or standing committees, or at MPO meetings.

ARTICLE III – Membership

Section 1. Membership

The MPO policy board shall be composed of elected members of the governing bodies of member local governments, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, providers of public transportation and appropriate state transportation officials representing the voting member organizations. The membership includes both voting and nonvoting members.

Each member organization may designate one or more alternate member(s), hereinafter referred to as alternate(s), to serve in place of an absent member of that member organization. The maximum number of alternates permitted for each member organization is equal to the

number of regular members of that organization. All alternates shall be vested with the same powers and responsibilities as the regular member they are replacing.

Section 2. Voting Membership

The MPO policy board voting membership shall be composed of the following member organizations with total votes listed for each in the table below.

MEMBER	VOTES
Chesterfield County	4
Henrico County	4
City of Richmond	4
Hanover County	3
Goochland County	2
New Kent County	2
Powhatan County	2
Town of Ashland	1
Charles City County	1
Capital Region Airport Commission	1
GRTC Transit System	1
Richmond Metropolitan Transportation	1
Commonwealth of Virginia Secretary of Transportation or	1
TOTAL VOTES	27

Section 3. Nonvoting Membership

The nonvoting membership of the MPO policy board shall be composed of one representative from each of the agencies or organizations listed below.

Federal Highway
Administration Federal
Transit Administration
RideFinders, Inc.
Virginia Department of
Aviation
Virginia Department of Rail and Public
Transportation
MPO Community Transportation Advisory Committee Chairman

Section 4 Term of Appointment

Member organizations shall have the authority to determine the length of the terms of its member(s) and alternate(s) and whether or not they serve at the pleasure of the appointing member organization, but it is recommended that members and alternates serve for a two-year term and be eligible to be reappointed for successive terms.

ARTICLE IV – Officers and Elections

- Section 1.** The officers of the MPO shall consist of a Chairman, a Vice Chairman, and a Secretary. The Chairman and Vice Chairman shall be elected by the voting membership of the MPO. The Chairman and Vice Chairman must be MPO jurisdictional voting members; MPO alternate members are not eligible to serve as MPO officers. The Secretary shall be the Richmond Regional Planning District Commission (RRPDC) staff liaison to the MPO.
- Section 2.** The election of officers shall be held no later than June 30 of each year. The newly elected officers shall take office on July 1 and shall serve for a one-year term.
- Section 3.** The office of MPO Chairman shall be rotated among the member local governments and the MPO may consider an order of succession incorporated into a nonbinding guidance document approved by the MPO policy board.
- Section 4.** Duties and Powers of MPO Officers:
- a. Chairman
The Chairman shall preside over all meetings of the MPO except when not in attendance. The Chairman may address remarks to an issue before the MPO and may request appropriate actions. The Chairman may request an action, however, he or she will not be eligible to move or second any action for a vote. The Chairman shall be eligible to vote on all actions regardless of a tie vote. The Chairman will be responsible for appointing the Chairman for all MPO Committees except for the Community Transportation Advisory Committee and the Technical Advisory Committee. The Chairman is responsible for appointing all committee members, except as noted in Article VII of these Bylaws.
 - b. Vice Chairman
The Vice Chairman shall serve as Acting Chairman of the MPO in the absence of the Chairman. When the Vice Chairman is serving as Acting Chairman, the Vice Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws.
 - c. Secretary
The Secretary shall be responsible for the preparation and maintenance of a permanent written record of all MPO actions and proceedings, and shall transmit notices, agendas, monthly status reports, and the minutes of each MPO meeting to each member one week prior to the next regular meeting.

ARTICLE V - Meetings

Section 1. Regular meetings of the MPO policy board shall be held monthly, as necessary, at a suitable meeting time and place, normally on the first Thursday of the month. Special meetings may be called by the Chairman. When a meeting falls on a holiday, the rescheduled meeting shall be determined by the Chairman. Members shall be notified in advance of a rescheduled meeting.

Section 2. A quorum shall exist when a majority of the votes allocated to voting member organizations are represented by members or alternates at the meeting. Vacancies shall not be considered in the establishment of a quorum.

Section 3. Meeting Agendas

- a. The agenda for each MPO policy board meeting shall be prepared jointly by the Chairman and the MPO Secretary.
- b. The agenda shall be transmitted ten (10) days prior to the next meeting.
- c. Additions to the agenda shall be made at the beginning of the meeting upon an affirmative vote of two-thirds of the votes represented at the meeting. An item may be added to the agenda for the next MPO meeting upon an affirmative vote of a majority of the votes represented at the current meeting.
- d. At the discretion of the Chairman, the agenda may include items for consent action. Any voting member shall have the right to request and to have a consent action item removed from the agenda for consent action and placed on that day's MPO meeting agenda for review and discussion, with the Chairman having the right to determine where to consider the item on the meeting agenda.

Section 4. Parliamentary authority for MPO proceedings not otherwise specified by these bylaws shall be the most recently published edition of *Robert's Rules of Order*.

Section 5. Each voting member organization shall have the right to invite technical representatives to participate in meetings and discussions of the MPO as advisors on specific agenda topics.

Section 6. The MPO is a "public body" and subject to the Virginia Freedom of Information Act (§ 2.2-3700, et seq. of the Code of Virginia) (FOIA). In accordance with the provisions of FOIA, all meetings of the policy board or any committees or subcommittees established by the policy board shall be open to the public unless lawfully convened into a closed session in accordance with FOIA.

ARTICLE VI - Voting

- Section 1.** Voting member organizations shall designate one representative to cast all of its votes or multiple representatives to cast any number of its votes, up to the number of representatives prescribed by the Governor of Virginia in the September 11, 1995 designation letter and listed in Article III, Section 2 of these Bylaws. Although member organizations may empower individual representatives with differing numbers of votes, each individual vote shall be cast as a whole vote and may not be split fractionally among multiple representatives.
- Section 2.** A voting member or alternate voting member of an organization that has more than one vote shall be allowed to cast the vote(s) of any absent voting member(s) of the same voting member organization. If the representative(s) and alternate(s) present at the meeting are unable to unanimously agree upon which of them shall cast the votes of any absent representative(s), then the vote of the absent representative(s) will not be counted.
- Section 3.** All members and alternates of voting member organizations must be vested with the authority to speak for and act on behalf of the appointing organization in matters concerning regional transportation planning activities.
- Section 4.** Each member organization shall notify the MPO Secretary of its authorized representative(s) and alternate(s), and the number of votes designated to each of them, in writing at least three business days prior to the first meeting of the MPO policy board in which they will act in their official capacity.
- Section 5.** Voting on matters before the MPO policy board shall generally be conducted by voice vote. Either before or immediately following a voice vote, any member may request that the vote be conducted (or conducted again) by either a show of hands or a roll call. In conducting such votes, those members or alternates who are present and voting shall, when called upon by the MPO Secretary, announce the number of votes they are casting. It shall be up to the Chairman to determine the order in which voting representatives and alternates are asked to show or announce their vote(s).
- Section 6.** No proxy votes shall be allowed.

ARTICLE VII – MPO Committees

Section 1. Standing Committees

The MPO is supported by Standing Committees as described below. These Bylaws shall be applicable to all standing committees.

Section 2. Executive Committee

There shall be an Executive Committee, which shall be a Standing Committee of the MPO. The Chairman of the MPO shall serve as a member and as the chairman of the Executive Committee. In addition, the Executive Committee shall consist of the officers of the MPO, the immediate past Chairman of the MPO, and one representative from each jurisdiction not having an officer on the MPO. The Chairman shall appoint these additional members of the Executive Committee. A quorum of the Executive Committee shall consist of a majority of the Executive Committee's members. In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, provided a quorum is present.

The Executive Committee shall have the following specific powers and duties:

- a. To facilitate work program planning and management of the regional transportation planning process by providing policy guidance and input on future agenda items.
- b. Any other power granted to it by an affirmative vote of the MPO policy board in an open meeting, provided a quorum is present at said open meeting, such as but not limited to
 1. recommend amendments to the MPO-adopted Unified Planning Work Program and Transportation Improvement Program;
 2. recommend additions and/or revisions to the highway functional classification system;
 3. approve socioeconomic data and forecasts; and
 4. recommend endorsements of requests from local governments, agencies, and other organizations seeking state and federal grant funds.

Section 3. Technical Advisory Committee

There shall be a Technical Advisory Committee (TAC) composed of one technical representative from each of the following local governments and organizations:

City of Richmond
County of Charles
City County of
Chesterfield
County of

Goochland County
of Hanover
County of Henrico
County of New
Kent County of
Powhatan Town of
Ashland
Capital Region Airport Commission
GRTC Transit System
Richmond Metropolitan Transportation
Authority
Richmond Regional Planning District
Commission RideFinders, Inc.
Virginia Department of Rail and Public Transportation
Virginia Department of Transportation

Each local government or organization shall be responsible for designating its member and alternate to TAC. A quorum shall consist of a majority of the TAC membership, which shall include, at a minimum, four of the local government representatives. Either TAC members or alternates will be considered in determining TAC meeting quorums, and for voting on actions before TAC.

The purpose of the TAC is to serve as a technical advisory committee to the MPO, providing technical review, comments, and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC shall address other matters and concerns if directed by the MPO or the MPO Chairman. TAC shall specifically be responsible for reviewing, and providing technical comments and recommendations to the MPO on the following:

- a. Unified Planning Work Program
- b. Transportation Improvement Program
- c. Long Range Transportation Plan
- d. Air Quality Planning

The TAC shall meet as required in the performance of its duties.

Section 4. Community Transportation Advisory Committee

There shall be a Community Transportation Advisory Committee (CTAC) to the MPO, with both citizen and organizational voting membership as shown in the chart below.

MEMBER	Appointee
Chesterfield County	2
Henrico County	2
City of Richmond	2
Charles City County	1
Goochland County	1
Hanover County	1
New Kent County	1
Powhatan County	1
Town of Ashland	1
Up to twelve (12) at-large member organizations	1 vote

The officers of CTAC shall consist of a Chairman and Vice Chairman elected by the CTAC voting membership. Only jurisdictional representatives shall be eligible to be Chairman and Vice Chairman. The CTAC officers shall be elected to a one-year term of office beginning July 1 and ending June 30.

To the maximum extent possible, the at-large appointees should represent diverse organizations with recognized transportation planning concerns including transportation disadvantaged populations.

Each CTAC member jurisdiction or organization may appoint an alternate member to serve in the absence of each appointed CTAC member. Each appointee shall serve a two- year term, and may be reappointed for successive terms. The CTAC should meet as necessary. A quorum shall consist of a majority of the Committee’s current membership.

The purpose of this Committee is to advise the MPO on issues, plans, studies, and matters necessary and appropriate for providing viable and reasonable citizen input. Resolutions approved by the CTAC shall be presented to the MPO.

The CTAC will be supported by a standing subcommittee addressing equity and the needs of the transportation disadvantaged. This subcommittee will be called the CTAC Transportation Equity Work Group. The purpose of this subcommittee is to advise the MPO, through CTAC, on issues, plans, studies, and other matters concerning the MPO’s “3-C” urban transportation planning process that effects transportation disadvantaged populations. This group should have flexible membership to maximize the opportunity for input on issues relative to equity for transportation disadvantaged populations.

Section 5. Other Committees

The MPO may create other committees by a two-thirds vote of those present, assuming a quorum is present. These bylaws apply to the operation of any MPO committee.

ARTICLE VIII –
Amendment

- Section 1.** These bylaws may be amended by an affirmative vote of two-thirds of all votes on the MPO policy board at that time, at two consecutive meetings of the MPO policy board. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.
- Section 2.** These bylaws shall become effective immediately upon ratification by a vote of the MPO policy board as described in Section 1 above. Each MPO member shall be given a copy.

AMENDMENT NOTES:

1. Ratification Date: First reading of Bylaws amendment on March 15, 1990. Second reading and final adoption on April 12, 1990.
2. Bylaws Amendment: Article V, Section 2, amended by MPO on December 13, 1990.
3. Bylaws Amendment: Article VI, Section 4, amended by MPO on June 10, 1993.
4. Bylaws Amendment: Article IV, Section 3, amended by MPO on July 8, 1993.
5. Bylaws Amendments: Article I, Section 2; Article III, Sections 1, 2, and 3; Article IV, Section 3; Article V, Sections 1, 2, and 3; and Article VI, Section 2; amended by the MPO on November 9, 1995.
6. Bylaws Amendment: Article V, Section 2; amended by MPO on February 12, 1998.
7. Bylaws Amendment: Article III, Section 3; amended by MPO on May 11, 2000.
8. Bylaws Amendments: Article IV, Section 4, Subsection (a); Article V, Section 1; and Article VI, Section 1; amended by MPO on April 12, 2001.
9. Bylaws Amendment: Article V, Section 1; amended by MPO on March 14, 2002.
10. Bylaws Amendment: Article V, Section 3; amended by MPO on December 11, 2003.
11. Bylaws Amendments: Article III, Section 3; and Article V, Section 3; amended by MPO on February 10, 2005.
12. Bylaws Amendment: Article VI, Section 1, amended by MPO on February 14, 2013.
13. Bylaws Amendment: Article III, Section 3; and Article V, Sections 2 and 3; amended by MPO on November 7, 2013.
14. Bylaws Amendment: Article I, Section 1; Article III, Sections 1, 2, 3, 4 and 5; Article V, Section 1; Article VI, Sections 1, 2, 4 and 5; and Article VII, Section 1; amended by MPO on October 2, 2014.
15. Bylaws Amendment: Consistent with the 2013 federal certification review report, the RRTPO undertook a comprehensive review of the Bylaws; the last comprehensive review was conducted in 1990. This comprehensive amendment resulted in document reorganization, changes recommended for clarity and consistency, several recommendations included in the 2017 federal

certification review report, and re-incorporation of the Elderly and Disability Advisory Committee into the Citizens Transportation Advisory Committee as a standing work group; amended by MPO on June 28, 2018.

16. Bylaws Amendment: The RRMPO Board acted to amend the Bylaws on May 5, 2022, to remove the prohibition of conducting meetings via electronic communications means in response to amendments to the Virginia Freedom of Information Act allowing regional public bodies to do so.

THE RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION

POLICY FOR ALL-VIRTUAL PUBLIC MEETINGS

Adopted: November 3, 2022

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or a local governing body. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

2. DEFINITIONS

a. **“RRTPO”** means the Richmond Regional Transportation Planning Organization or any committee, subcommittee, or other entity of the Richmond Regional Transportation Planning Organization.

b. **“Member”** means any member of the RRTPO.

c. **“All-virtual public meeting”**, means a public meeting conducted by the RRTPO using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

d. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.

e. **“Notify”** or **“notifies,”** for purposes of this policy, means written notice, including, but not limited to, email, with read-receipt request, or letter, but does not include text messages or messages exchanged on social media.

3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED

An all-virtual public meeting may be held under the following circumstances:

a. It is impracticable or unsafe to assemble a quorum of the RRTPO in a single location, but a state of emergency has not been declared by the Governor or the local governing body where the meeting is being held; or

b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

c. The RRTPO has not had more than two all-virtual public meetings, or more than 25 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and

d. The RRTPO's last meeting was not an all-virtual public meeting.

4. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

a. The RRTPO may schedule its all-virtual public meetings at the same time and using the same procedures used by the RRTPO to set its meetings calendar for the calendar year; or

b. If the RRTPO wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the RRTPO Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. **ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of the RRTPO that is scheduled in conformance with this Policy:

a. The meeting notice indicates that the public meeting will be all-virtual and the RRTPO will not change the method by which the RRTPO chooses to meet without providing a new meeting notice that comports with VFOIA;

b. Public access is provided by electronic communication means that allows the public to hear all participating members of the RRTPO;

c. Audio-visual technology, if available, is used to allow the public to see the members of the RRTPO;

d. A phone number, email address, or other live contact information is provided to the public to alert the RRTPO if electronic transmission of the meeting fails for the public, and if such transmission fails, the RRTPO takes a recess until public access is restored;

e. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the RRTPO;

f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and

g. There are no more than two members of the RRTPO together in one physical location.

6. **RECORDING IN MINUTES**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. **CLOSED SESSION**

If the RRTPO goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

THE RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION

POLICY FOR THE REMOTE PARTICIPATION OF MEMBERS

Adopted: October 6, 2022

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or a local governing body. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. DEFINITIONS

a. **“RRTPO”** means the Richmond Regional Transportation Planning Organization or any committee, subcommittee, or other entity of the Richmond Regional Transportation Planning Organization.

b. **“Member”** means any member of the RRTPO.

c. **“Remote participation”** means participation by an individual member of the RRTPO by electronic communication means in a public meeting where a quorum of the RRTPO is physically assembled, as defined by Va. Code § 2.2-3701.

d. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.

e. **“Notify”** or **“notifies,”** for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the RRTPO must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at

any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the RRTPO Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the RRTPO staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of the RRTPO has assembled for the meeting, the RRTPO shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES**

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the RRTPO shall record in its minutes (1) the RRTPO's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If the RRTPO goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.



Planning District Commission



Metropolitan Planning Organization

Town of
Ashland
Counties of
Charles City
Chesterfield
Goochland
Hanover
Henrico
New Kent
Powhatan
City of
Richmond

RRTPO AGENDA 6/28/18; ITEM II.

**MPO BYLAWS: ESTABLISH NON-BINDING
GOVERNING GUIDANCE DOCUMENTS,
SECOND READING AND FINAL ACTION**

Richmond Regional Transportation Planning Organization

On motion of Angela Kelly-Wiecek, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, establishes the MPO Non-Binding Governance Guidance Documents record and approves the six Guidance Documents for MPO Policy Board, Technical Advisory Committee and Community Transportation Advisory Committee Leadership Rotation; Meeting Attendance; Membership Appointment Resolution Template; and Meeting Cancellation as submitted.

BE IT FURTHER RESOLVED, that the RRTPO authorizes the addition or modification of Guidance Documents to the MPO Non-Binding Governance Guidance Document record at its discretion following a simple majority vote of those present at any scheduled meeting with a quorum present.

This is to certify that the Richmond Regional Transportation Planning Organization approved the above resolution at its meeting held June 28, 2018.

WITNESS:

BY:

Sharon E. Robeson
Program Assistant
Richmond Regional Planning
District Commission

Barbara Schoeb Nelson
Secretary
Richmond Regional Transportation
Planning Organization



Planning District Commission



Metropolitan Planning Organization

Town of
Ashland
Counties of
Charles City
Chesterfield
Goochland
Hanover
Henrico
New Kent
Powhatan
City of
Richmond

RRTPO AGENDA 5/3/18; ITEM II.B.

MPO BYLAWS: ESTABLISH NON-BINDING GOVERNING GUIDANCE DOCUMENTS

Richmond Regional Transportation Planning Organization

On motion of Patricia S. O'Bannon, seconded by James M. Holland, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, establishes the MPO Non-Binding Governance Guidance Documents record and approves the six Guidance Documents for MPO Policy Board, Technical Advisory Committee and Community Transportation Advisory Committee Leadership Rotation; Meeting Attendance; Membership Appointment Resolution Template; and Meeting Cancellation as submitted.

BE IT FURTHER RESOLVED, that the RRTPO authorizes the addition or modification of Guidance Documents to the MPO Non-Binding Governance Guidance Document record at its discretion following a simple majority vote of those present at any scheduled meeting with a quorum present.

This is to certify that the Richmond Regional Transportation Planning Organization approved the above resolution at its meeting held May 3, 2018.

WITNESS:

BY:

Sharon E. Robeson
Program Assistant
Richmond Regional Planning
District Commission

Barbara Schoeb Nelson
Secretary
Richmond Regional Transportation
Planning Organization

RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #1

MPO Policy Board Leadership Rotation

Approved and Adopted

June 28, 2018

In order to facilitate a regular and orderly rotation of leadership of the MPO policy board among the representatives of the member jurisdictions, the MPO Chairmanship may be rotated among the representatives from the respective jurisdictions in the order presented below. The MPO Vice Chairman may be from the jurisdiction following that of the MPO Chairman.

Goochland County
Hanover County
Chesterfield
County City of
Richmond
Henrico County
Town of Ashland
Charles City
County New Kent
County Powhatan
County

RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #2

Meeting Attendance

**Approved and Adopted
June 28, 2018**

Whenever any voting member fails to attend or send an alternate to three (3) consecutive MPO meetings without good reason, the Chairman or Secretary of the MPO shall inquire as to the cause of the absence and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on the MPO.

RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #3

Technical Advisory Committee Leadership Rotation

**Approved and Adopted
June 28, 2018**

In order to facilitate a regular and orderly rotation of leadership of the Technical Advisory Committee (TAC) among the representatives of the member jurisdictions, the TAC Chairmanship may be elected pursuant to the order listed below. The TAC Vice Chairman may be elected by the TAC from the jurisdiction following that of the TAC Chairman. Terms of the Chairman and Vice Chairman shall be one year from July 1 to June 30.

City of Richmond
Goochland County
Powhatan County
Chesterfield County
Town of Ashland
New Kent County
Henrico County
Hanover County
Charles City County

RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #4

Community Transportation Advisory Committee Leadership Rotation

Approved and Adopted

June 28, 2018

In order to facilitate a regular and orderly rotation of leadership of the Community Transportation Advisory Committee (CTAC) among the representatives of the member jurisdictions, the CTAC Chairmanship may be elected pursuant to the order listed below. The CTAC Vice Chairman may be elected by the CTAC from the jurisdiction following that of the CTAC Chairman. Terms of the Chairman and Vice Chairman shall be one year from July 1 to June 30.

Hanover County
Henrico County
Charles City County
Chesterfield County
Goochland County
Town of Ashland
New Kent County
City of Richmond
Powhatan County

In the event that a jurisdictional representative is unable to serve as CTAC Chairman or CTAC Vice Chairman when required by the rotational schedule, the MPO Chairman shall appoint a Chairman or Vice Chairman for CTAC for that term.

**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION
NON-BINDING GOVERNANCE
GUIDANCE DOCUMENT #5**

Membership Appointment Resolution Template

**Approved and Adopted
June 28, 2018**

RESOLUTION OF THE [GOVERNING BODY] OF THE [TOWN/CITY/COUNTY]

WHEREAS, the [Town/City/County] is a member organization of the Richmond Regional Transportation Planning Organization (RRTPO); and

WHEREAS, the RRTPO policy board is composed of local elected officials and officials of public agencies; and

WHEREAS, pursuant to Article III, Section 2 of the RRTPO Bylaws, the [Town/City/County] is required to appoint local officials to serve as authorized representatives; and

WHEREAS, the [Governing Body] of the [Town/City/County] desires to appoint [name of individuals] to the RRTPO for [term]; and

WHEREAS, each authorized representative is entitled to [number of votes];
and

WHEREAS, pursuant to Article III, Section 1 of the Bylaws, the [Board/Council] also designates [name of individual(s) equal to number of regular representatives] as an alternate to serve in place of an absent representative;

NOW, THEREFORE, BE IT RESOLVED, by the [Board/Council] of [Town/City/County] as follows:

1. The [Board, Council] desires to appoint [list names of appointees] and each representative will have [number of votes].
2. The [Board/Council] appoints [names of alternates] to serve as an alternate in place of an absent representative.

Adopted:

Attest:

County/City Manager

Chairman/Mayor

RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

MEETING CANCELATION POLICY

GUIDANCE DOCUMENT #6

**Approved and Adopted
June 28, 2018**

Meeting Cancellation Policy

In the event of inclement weather or other event constituting an emergency, staff will contact the MPO Chairman to make a determination on cancellation of the MPO meeting. An MPO meeting may be canceled if:

- the meeting place is closed;
- driving is likely to be hazardous; or
- attendance is likely to be below the requirements for a quorum.

The Richmond Regional Planning District Commission follows the State of Virginia Employee emergency closing schedule for inclement weather. Additionally, at the discretion of the MPO Chairman in consultation with staff, an MPO meeting may be canceled for other cause.

Notification of Cancellation

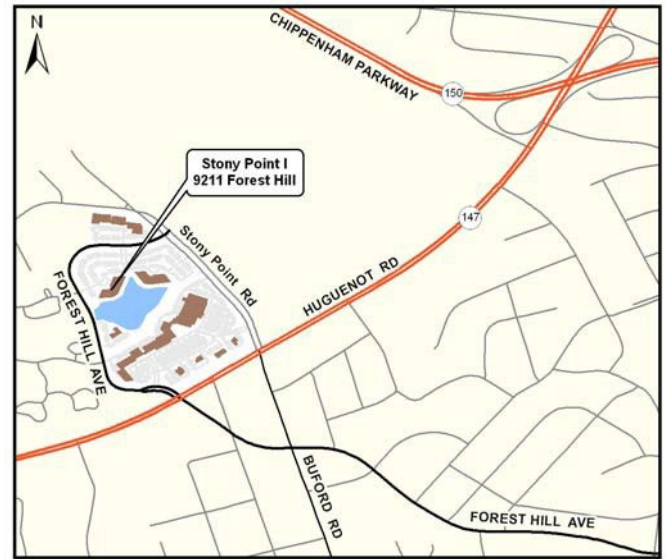
Every effort will be made to notify members and other potential attendees, as appropriate, of the determined MPO meeting cancellation. Notification methods may include the following, as possible:

- An e-mail notification will be sent to all MPO members and alternate members.
- Telephone calls will be made to persons without e-mail.
- The closing will be posted on the website (www.richmondregional.org).
- The RRPDC recorded telephone answering message will include RRPDC office closing or late opening information.
- The State of Virginia Employee emergency closing schedule will be listed on the WWBT Channel 12 website.

Directions to PlanRVA Offices

Directions to PlanRVA

**9211 Forest Hill Avenue
Suite 200
Richmond, VA 23235
Phone 804-323-2033
www.PlanRVA.org**



FROM:

The North— (1 toll)

Take I-95 south to exit 79 (I-195/I-64 west); stay in the left lane for exit to I-195. Remain on I-195 south to Powhite Parkway south (VA 76). After the tollbooth, (**do not use the express toll lanes***) take the exit to Chippenham Parkway north (VA 150). Exit off of Chippenham Parkway to Huguenot Road (VA 147) and make a left at the traffic light onto Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

The South—

Take I-95 north to exit 67 (Chippenham Parkway/VA 150). Go north on Chippenham Parkway to the Huguenot Road exit (VA 147) and turn left at the traffic light onto Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

The West— (1 toll)

Take I-64 east to exit 186 (I-195 south) to Powhite Parkway south (VA 76). After the tollbooth, (**do not use the express toll lanes***) take the exit to Chippenham Parkway north (VA 150). Exit off of Chippenham Parkway to Huguenot Road (VA 147) and turn left at the traffic light on Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

The East— (2 tolls)

Take I-64 west and exit onto I-95 south. Take exit 74A (Downtown Expressway/VA 195). After the tollbooth, take Powhite Parkway south (VA 76). After the next tollbooth, (**do not use the express toll lanes***) take the exit to Chippenham Parkway north (VA 150). Exit off of Chippenham Parkway to Huguenot Road (VA 147) and turn left at the traffic light on Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

Route 60—

Take Midlothian Turnpike (Route 60) to the intersection of Huguenot Road and Midlothian Turnpike and turn north onto Huguenot Road. Proceed approximately 4 miles and turn left on Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

Route 6—

Take Patterson Avenue to the intersection of Patterson Avenue and Parham Road. Turn South on Parham Road . Parham Road becomes Chippenham Parkway before crossing the James River. Continue on Chippenham Parkway to the Huguenot Road exit; turn right at the traffic light onto Huguenot Road. At the second traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

*** If you use the express lanes at the tollbooth** you will not be able to take the Chippenham Parkway exit. Take the Jahnke Road 686 West exit instead. This will bring you to Buford Road. At that light take a right. At the next light turn left onto Forest Hill Ave. After you cross Huguenot Road you will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).